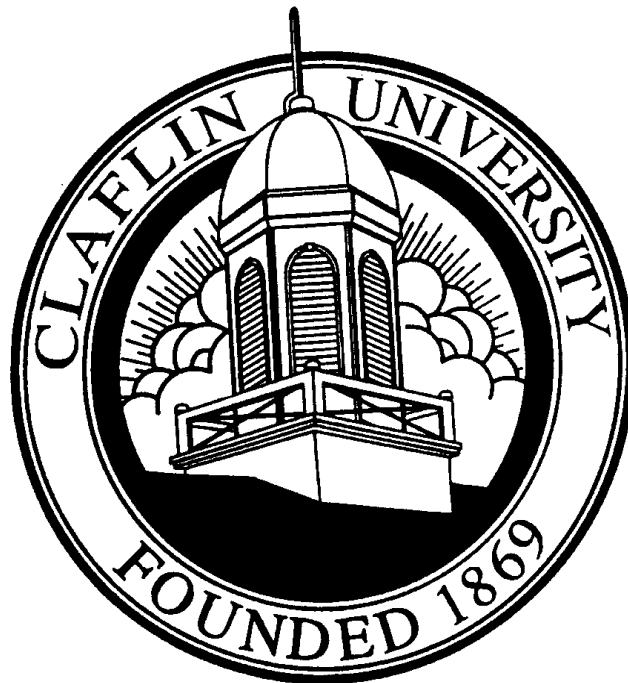


CLAFLIN UNIVERSITY



2015

EMERGENCY
PREPAREDNESS/RECOVERY
PLAN

EMERGENCY
PREPAREDNESS/
RECOVERY PLAN

CLAFLIN UNIVERSITY

UPDATED FEBRUARY 13, 2015

Table of Contents

Memo to President -----	1
Executive Summary -----	2
Emergency Management Team -----	3
Purpose -----	4
Scope -----	5
Definitions -----	5
Assumptions -----	6
Declaring a Campus State of Emergency -----	6
Procedures -----	7
Evacuations -----	8
Media Relations -----	9
Section I Emergency Response Policies and Procedures -----	10
Fire Evacuation Procedures -----	11
Section II -----	12
Bomb Threats -----	12
The Search -----	13
The Evacuation -----	13
Hurricanes/Flooding -----	14
Section III -----	14
Facilities Management Hurricane Preparation Plan -----	16
Emergency Preparedness /Recovery Plan -----	19
Purpose -----	19
Organization -----	19
Situation -----	20
Execution -----	20
Direction and Control -----	23
University Administration -----	24
The President -----	24

The Chief of Police -----	24
The Claflin University Department of Public Safety -----	24
Orangeburg Department of Public Safety/Fire -----	26
Logistics Coordinator (Senior Police Officer) -----	27
Student Health Center Director -----	28
Director of Physical Plant Services -----	28
Public Information Officer -----	29
Controller -----	29
Director of Residential Life, Director of Campus Dining Services and Vice President of Student Development -----	30
Sodexo Operational Standards for mass feeding -----	31
Vice President for Fiscal Affairs -----	35
Director of Information Technology -----	35
The American Red Cross -----	36
Warning Devices and Signals -----	37
Emergency Public Information -----	38
Law Order and Public Safety -----	44
Environment Health and Safety -----	47
Severe Weather Events -----	51
Responsibilities of the Crisis Management Team -----	53
Physical Plant Services -----	59
Emergency Medical Services -----	61
Information Technology -----	65
Risk Management and Recovery -----	66
Special Needs Shelter -----	67
County Situation Report -----	68
Town Emergency Plan -----	70
Red Cross Impact Needs Checklist -----	71
Tornados -----	73
American Red Cross Contact Information -----	74
Earthquakes -----	75

Utility Failure -----	77
Chemical or Radiation Spill -----	78
Additional Information and Procedures -----	79
Violent or Criminal Behavior -----	80
Psychological Crisis -----	82
Medical First Aid -----	83
Twenty-four (24) hour alert -----	84
Curfew -----	85
Deaths -----	86



CLAFLIN UNIVERSITY
ORANGEBURG, SOUTH CAROLINA 29115-4498

MEMORANDUM

TO: Dr. Henry N. Tisdale, President

FROM: Steve A. Pearson, Director of Department of Public Safety

RE: Emergency Preparedness/Recovery Plan

The objectives of the attached Disaster Management Plan are to:

- **Coordinate with University Officials and Department Heads**
- **Share information and concerns on evacuation procedures**
- **Address shelter needs**
- **Identify special populations on the Claflin Campus**
- **Schedule training for University Officials**

A UNIVERSITY OF THE UNITED METHODIST CHURCH

EXECUTIVE SUMMARY

If your assistance is required, you will be notified by the Claflin University Department of Public Safety or designee to report to the Emergency Operations Center.

The Emergency Operations Center is staffed by the Emergency Management Team. This center is where communications are coordinated to deal with the emergency.

The Emergency Operations Center will be located in the James S. Thomas (JST) Building “Iowa Room”. An alternative site will be in the H.V. Manning Library. Both locations are equipped with computer and telephone lines. Communication equipment powered by other means will be available if power or satellite lines are not operating.

The Student Assembly Stations will be located at Student Residential Centers West, East, North and South.

*** The Executive Summary may change according to the elements of an event.**

EMERGENCY MANAGEMENT TEAM MEMBERS

The Emergency Management Team is comprised of essential personnel who include the following positions:

The Cabinet
The Chief of Police
Director of Plant Operations
Director of Auxiliary Services
General Manager Food Services
Director of Residential Life
Senior Staff Nurse
Assistant Vice President for Communications and Marketing

The Emergency Management Team's primary responsibility is to:

- A. Set policy for the University to respond to the incident.
- B. Assume responsibility for the overall response and recovery operations.
- C. Monitor implementation of the Emergency Operations Plan and Memorandums of Understanding.
- D. Issue public proclamations on emergency matters such as evacuation and movement to shelters.
- E. Monitor the operations of College departments and agencies during all phases of the emergency.
- F. Determine what powers their designated successors will assume in the event of an extended emergency or their absence because of the emergency.

*EMERGENCY RESPONSE POLICIES
AND PROCEDURES HANDBOOK*

*CLAFLIN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY*

IMPORTANT TELEPHONE NUMBERS
DEPARTMENT OF PUBLIC SAFETY-----EXT.535-5444
EMERGENCY RESPONDERS-----DIAL 911
(FIRE, POLICE, AND AMBULANCE)

When calling, stay calm and carefully explain the problem and location to the **CAMPUS POLICE DESPATCHER.**

DO NOT HANG UP UNTIL TOLD TO DO SO.
FORWARD

The purpose of this Emergency Response Policies and Procedures Handbook is to inform students, faculty/staff and administrators of the hazards involved in emergencies. Listed are the correct procedures which must be followed to minimize any danger.

Scope

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

Definitions

The President (or his/her designee) or Chief of Police (or his/her designee) serves as the overall Emergency Director during any emergency or disaster. The following definitions are guidelines to assist the University in determining the appropriate response.

C. MINOR EMERGENCY- A minor emergency is any incident or potential incident which would not seriously affect the University's ability to conduct "business as usual."

B. MAJOR EMERGENCY - A major emergency is any incident or potential incident which affects an entire building or buildings or which disrupts the University's ability to do "business as usual." Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University administration during times of crisis.

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

ASSUMPTIONS

The University Emergency Response Policies and Procedures Handbook is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. The following are general guidelines:

- A.** An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- B.** The succession of events in an emergency is not predictable. Published support and operational plans will serve only as a guide and a checklist, which may require modification in order to meet the specific requirements of the emergency.

DECLARING A CAMPUS STATE OF EMERGENCY

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

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

PROCEDURES

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

When reporting emergencies, immediately notify the Campus Public Safety Department at EXT. 5444 or call 911. While talking on the telephone, stay calm and carefully explain the problem and location to the Public Safety Officer. **DO NOT HANG UP UNTIL TOLD TO DO SO.**

NOTE: The Public Safety Officer will immediately report the incident to the Director of the Public Safety Department who will, in turn, immediately notify the President (or his/her designee) or the Vice Presidents.

Building Evacuations

- A.** All building evacuation will occur upon notification by the Public Safety Department or The Unit Counselors in the Residence Halls
- B.** When the building evacuation alarm is announced (over the intercom, etc.) Leave by the nearest exit and alert others to do the same.
- C.** ASSIST THE HANDICAPPED IN EXITING THE BUILDING. Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IF THERE IS RISK OF FIRE.**
- D.** Once outside, proceed to a clear area that is least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your assembly points. Familiarize yourself with evacuation plans posted in your building.
- E.** DO NOT return to an evacuated building unless told to do so by a member of the Public Safety Department.

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

EMERGENCY EVACUATION PLAN FOR CLAFLIN UNIVERSITY CAMPUS EVACUATION

Evacuation of all or part of the Campus ground will be announced by the Claflin University Department of Public Safety.

All persons (students, faculty, and staff, guest etc.) are to immediately vacate the site in question and relocate to another area in Orangeburg as directed.

This plan has been developed in case of the need to evacuate the Claflin University campus due to an accident involving hazard materials on Magnolia Street (US Highway 601) or the Norfolk Southern Railroad that would endanger the campus.

NO TRAFFIC WILL BE ALLOWED ONTO MAGNOLIA STREET

All exits from the University to Magnolia Street will be blocked off. Exit from the Claflin University campus will be by-way of the Goff Avenue entrance/exit. All traffic will turn right onto Goff Avenue and proceed to Chestnut Street. At Chestnut Street all traffic will turn right and proceed to the Belleville Road where traffic will turn left and proceed away from the city.

Traffic control points will have to be setup by Claflin University Department of Public Safety at the Magnolia Street entrance/exit. (this entrance/exit will have to be barricaded). A traffic control point will also have set up at Goff Avenue and Buckley Street, by Claflin University Department of Public Safety and the South Carolina State University Campus Police to prevent traffic from turning off Goff Avenue onto Buckley Street. The Orangeburg County Sheriff's Department or South Carolina Highway will man the traffic control points at Goff Avenue and Chestnut Street and at Chestnut Street and the Belleville Road. Traffic will not be allowed to continue pass the Belleville Road and Chestnut Street intersection towards Five Chop Road (US Highway 301) to keep it from crossing the South Carolina State University evacuation route. The buildings at the corner of Russell Street and Watson Street will have to be evacuated by way of Russell Street to Dorchester Avenue. This plan is effective as of August 22, 2011. This evacuation plans has been coordinated with surrounding organizations.

MEDIA RELATIONS

- A.** Only an authorized college spokesperson, the Assistant Vice President for Communications and Marketing or his/her designee, will meet or talk with the media on behalf of the university.
- B.** Only factual information is released; once speculation is offered.
- C.** The President and other senior administrators will develop an institutional response to release to the media, including periodic media updates.

SECTION I

EMERGENCY RESPONSE POLICIES

AND PROCEDURES

FIRES

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

There are basically two types of fires: Minor fires which can be extinguished with a fire extinguisher and major fires which require assistance from the Orangeburg Fire Department. Both, however, call for calm, immediate action by the person discovering the fire.

If you smell smoke or have other indication of fire:

- A.** Immediately contact the Campus Public Safety Department at Extension 5444 Describe what you have observed and give name and exact location.
- B.** Alert other building occupants in the immediate area to prepare for evacuation and assist the handicapped in exiting the building
- C.** Wait outside the building for the arrival of Campus Public Safety Officer(s) and/or the Orangeburg Fire Department. Be prepared to provide additional information and your observations to responding personnel.

If flames are observed:

- A.** Upon discovery of a small fire, activate the nearest fire alarm. Proceed to the nearest fire extinguisher which, in most cases, is located near the fire alarm; then follow the basic operational direction to utilize the extinguisher. Contact the Fire Department at 911.
- B.** If the fire get out of control or you judge the fire to be too large to attempt to extinguish single-handedly, call for help immediately and leave the area.
- C.** Immediately evacuate the building and go to the nearest phone. Call 911- and report the fire, giving information as requested by the operator (0) dispatcher. Stay on the line until released by the operator (0) dispatcher. Emergency phones are located in front of SRC North, behind Kleist Hall Residence Center, in front of Corson Hall Residence Center and at the Jonas T. Kennedy Health and Wellness Center.
- D.** After alerting the operator (0) call the Public Safety Department at Ext. 5444 and give the fire location to the officer. Stay on the line until you are released by the officer

FIRE EVACUATION PROCEDURES:

If you hear an alarm sound:

- A.** Evacuate the building immediately and assist the handicapped in exiting the building.
- B.** If smoke is present, keep low to the floor.
- C.** Before opening the door, feel the upper portion of the door. If the upper door or door knob is hot, **DO NOT OPEN THE DOOR.**
- D.** If the door or door knob is hot, brace yourself against the door and open it slightly.
- E.** If heat or heavy smoke is encountered in the corridor, close the door and stay in the room.
- F.** Keep the door closed, and if your windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke, open the bottom slightly to let in fresh air.
- G.** Seal the cracks around the door with clothing, tape or other material, soaking it in water if available.
- H.** Hang an object out the window, such as a shirt, jacket, towel or anything that will attract attention.
- I.** If you can leave the room, close all doors behind you as you move to the nearest exit or stairway. This will retard the spread of smoke and fire and lessen damage.

DO NOT USE ELEVATORS!!!

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

In the event that Arson is suspected, the Department of Public Safety should be contacted immediately. The area should be protected until DPS arrives.

SECTION II

BOMB THREAT

Bomb threats occur quite often. In rare instances, actual explosives are placed in the structure. Because of the hazards involved in such situations, it is necessary to develop a Bomb Threat Policy for the Campus of Claflin University. The purpose of this plan is to:

- Ensure the safety of the occupants of the structure;
- Minimize disruption of regular activities; and
- Protect the Claflin University Family and Property.

When a Bomb Threat is received, the individual taking the call should be instructed in advance to:

- A. Stay calm. Make a note of the date and time.
- B. Try to keep the caller talking as long as possible. The more he/she talks, the more you may learn.
- C. Try to record everything the call says, if possible.
- D. The following questions should be asked, as well as others deemed appropriate by the individual receiving the call:
 1. There are many people in this building and we do not want anyone hurt. When is the bomb going to explode?
 2. Exactly where is the bomb located?
 3. What does the bomb look like?
 4. What kind of bomb is it?
 5. What will cause the bomb to explode?
 6. Did you place the bomb?
 7. Why?
 8. What is your address? (Usually the caller will not answer, but it does not hurt to ask).
 9. What is your name?

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

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

E. Pay particular attention to any strange or peculiar background noises such as street noise, motor noise, music, television or radio programs, dishes rattling, baby crying, or other background noise that might offer a remote clue as to the origin of the call.

F. Once the caller hangs up immediately contact the Director of Public Safety.

THE SEARCH

The quickest and most effective search of a structure can be done by the regular occupants of the building. Since bombs come in many forms, it is very difficult for police or anyone not familiar with the building to identify any objects as being new or suspicious. Each individual should quickly inspect his/her area (i.e., dormitory room, an office, or a classroom). Anything found that arouses suspicion should not be moved or touched. A note should be made as to the description of the object and its exact location. This should be promptly reported to the authorities.

EVACUATION

The order to evacuate a structure can be given by anyone who locates a suspicious object. The Fire Alarm may be utilized as a means of alerting occupants of an evacuation. Handicapped individuals should be assisted in exiting the building. DO NOT use elevators in the event of a fire. DO NOT PANIC. Fire escape routes may be utilized in order to evacuate the structure in an orderly manner. If a suspicious object is found near an escape route, the evacuation should be rerouted as necessary. All doors should be left open when leaving the area. Occupants of the threatened structure should move as far away from the structure as possible. In case of inclement weather, occupants may possibly take refuge in other structures that are a safe distance away. However, no automobiles are to be moved during the threat. No one will be able to re-enter the building until the clear message has been delivered by the Director of Public Safety or his designee. These are the only individuals with the authority to issue this order.

SECTION III

HURRICANES/FLOODING

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

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

The following precautionary measures should be taken immediately.

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

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

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

FACILITIES MANAGEMENT HURRICANE PREPARATION PLAN

This plan is designed to provide a list of tasks and duties that should be accomplished by the Facilities Management in the event a Hurricane Warning OPCON 4 is issued for the Orangeburg area.

96 to 120 Hours Prior:

1. Close monitoring of storm for arrival time and location.
2. Check supplies for building preparation/repair/recovery for all shops.
3. Order and stock supplies that are high priority, high demand or long lead time- e.g.
 - A. Plywood
 - B. Gasoline
 - C. Diesel
 - D. 2x4s, 2x6s
 - E. Roll Plastic
 - F. Batteries
 - G. Foul Weather Gear
 - H. Flash Lights
 - I. Tape
 - J. Rope and Chain
 - K. Electrical Supplies
 - L. Nails, Screws
 - M. Gloves
 - N. Hand Tools
 - O. Chain Saws
4. Check availability or rental generators-150 and 100 KVA, Boom Truck, Flatbed, Man Lift.
5. Crank and test run generators.
6. Inspect Command Center-test phones, inventory supplies and replace as needed.
7. Review contractor, utility repair and engineering services on Call List for updates.

72 to 96 Hours Prior:

1. Hold a meeting of Facilities Management EOC Personnel to review procedures and determine if alternate or replacement personnel are needed. ID those relocation to campus and where.
2. Inspection of campus for unusual or difficult items that will require removal or special considerations for securing-make arrangements.
3. Roof and roof drain inspections and cleaning.
4. Initial cleanup of campus.
5. Have san delivered and begin filling bags.
6. Inspect high voltage lines, remove necessary overhanging tree limbs.

48 to 72 Hours Prior:

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

36 to 24 Hours Prior:

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

0-24 Hours Prior:

1. Inspection of camps for (as long as conditions permit):
 - A. Removal wind blown debris.
 - B. Windows/doors that have blown open
 - C. Flooding from rising water or rain
2. Shutdown campus electrical system as conditions deteriorate to prevent system damage and to speed recovery. Estimated wind conditions of 40+ knots.

0-24 Hours After:

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

EMERGENCY PREPAREDNESS/RECOVERY PLAN

PURPOSE

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

For the purpose of this plan, “disaster” shall be defined as any condition-man-made or natural which results in a significant disruption to the academic mission of Claflin University. The on-set of most disasters is considered to be very rapid, allowing a minimum of time for preparation. The scale of a disaster/catastrophe is determined by the potential for the loss of life, damage to facilities, and the amount of external resources necessary for the University to return to normal levels of operation of both academic and general support services and systems.

Claflin University will provide for the protection of students, faculty, staff, visitors and material resources of the campus in order to minimize injury, loss of life, and damage resulting from any kind of disaster. The Administration of Claflin University will provide the continuity of management function, damage assessment – public and private- and immediate attention to the re-establishment of normal operations so as to support the Claflin academic mission.

ORGANIZATION

This Disaster Management Plan is based on the Principle that Claflin University will bear the initial responsibility for relief on campus. When specific demands exceed the service levels

available, it is understood that assistance will be requested through the Orangeburg County Emergency Preparedness Director and from surrounding agencies-including Local, State, or Federal agencies, as needed.

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

SITUATION

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

MISSION

Claflin University will provide for the protection of students, faculty, staff, visitors, and material resources of the campus in order to minimize injury, loss of life, and damage resulting from any kind of disaster. The Administration of Claflin University will provide the continuity of management function, damage assessment, - public and private- and immediate attention to the re-establishment of normal operations so as to support the Claflin academic mission.

EXECUTION

1. **Pre Impact phase:** Activities in this phase are designed to develop a strong University emergency response capability and to organize all levels of administration to assure full utilization of all resources by completing the following:
 - a) Conducting public training and education programs to assure a continuing capability to accomplish disaster response objectives;

- b) Preparing and conducting public information programs on disasters to educate the campus population on prevention and protection measures to be taken during a disaster.
- c) Developing a procedure for alerting, notifying, and mobilizing key officials and emergency response personnel in the event of disaster:
- d) establishing mutual support agreements, as necessary with other local adjacent governments;
- e) Preparing plans for disaster recovery phases from disaster; and
- F) Establishing the necessary emergency powers, to include a line of succession, in order to maintain a continuity of administration during any type of disaster.

2. **Disaster Phase:** During this phase, the operational activities of Claflin University will be accelerated to increase the state of preparedness of the campus population to meet and cope with an impending or imminent disaster- if warning is sufficient. The disaster phase shall include all of the following:

- a) In the event of a disaster with little or no warning- operational activities will be directed towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster;
- b) The Chief of Public Safety or Designee, shall notify the President- as to the nature of the disaster.
- c) The President or designee- shall use his/her Presidential discretion to declare an **MAJOR EMERGENCY**.

d) The declaration of a MAJOR EMERGENCY automatically triggers the implementation of the Claflin University Emergency Preparedness/Recovery Plan.

e) An Emergency Operations Center (EOC) will be established as soon as possible after the declaration of a **MAJOR EMERGENCY**.

f) The necessary emergency operations will be initiated and maintained.

3. **Post Impact**: During this phase, University Administration, the Fire and Police Department, Facilities Management and Operations, and other departments as needed will undertake operations necessary to administer to the sick and restore law and order, stop on-going loss, repair damage to facilities and utilities, establish housing for displaced students, and provide class and laboratory facilities destroyed, damaged and/or otherwise made unusable by a disaster. The President, or his/her Designee, will be responsible for determining priorities of effort, allocation resources to high priority objectives, assisting the affected population toward recovery, and the restoration of normal University functions.

DIRECTION AND CONTROL

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

By approval of this Claflin University Emergency Preparedness/ Recovery Plan, the Board of Trustees delegate the implementation of the plan to the Chain-of Command listed below:

1. President
2. Chief of Police
3. Executive Vice President
4. Provost
5. Vice President for Student Affairs.
6. Vice President for Fiscal Affairs
7. Director of Plant Operations
8. Director of Auxiliary Services
9. Director of Dining Services
10. Director of Residential Life
11. Director of Infirmary Services
12. Assistant Vice President for Communications and Marketing

UNIVERSITY ADMINISTRATION

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

The President

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

The President is responsible to the Board of Trustees as the representative. The President represents the Board while directing and supervising all activities of the University administration during the pre-disaster and recovery phase operations. The President is responsible for:

- A. Declaring a “Major Emergency,” this will initiate the plan.
- B. Having over-sight of the Emergency Operations Center(EOC)

Chief of Police

Advise the President, Emergency Management Team, and Police Department on actions to be taken regarding all public health and medical matters.

Act as coordinating staff advisor to the President, the Emergency Management Team, and other University officials; apprise them of each emergency and of the overall readiness of the University to respond to all types of emergencies.

Manage the Emergency Operations Center as a physical facility (e.g., layout and set-up), oversee its activation, and ensure it is staffed to handle the incident.

Ensure a sufficient number of personnel are assigned to the communications and Information Processing sections in the Emergency Operations Center.

Review and update listings including phone numbers of emergency response personnel to be notified of emergency situations.

Designate one or more facilities to serve as the jurisdiction for an alternate Emergency Operations Center.

Ensure that communications, warning, and other necessary operations support equipment is readily available for use in the alternate Emergency Operations Center. Arrange for staffing of the Emergency Management Team during an emergency.

Request/assign equipment and resources necessary to handle the incident.

Work with the Public Information Officer to develop emergency instructions for Students Faculty and Staff, guest and any other people on campus at the time an emergency is declared.

Establish a liaison with the emergency management staff in neighboring jurisdictions such as public utilities, public assistance agencies.

Use the local Emergency Activation Service plan to inform city and county residents about any emergencies.

Keep the State Office of Emergency Management informed of the emergency, and help coordinate state and federal assistance.

Obtain the assistance of Radio Amateur Civil Emergency Services (RACES) personnel in establishing a logistics and resources communication net.

Coordinate all campus medical and public health services disaster operations, including requests for additional personnel, equipment, supplies, and transportation.

Coordinate water purification, insect and rodent control, inoculations for the prevention of disease, and other necessary health protection measures.

Inspect food and water stocks, and evaluate and recommend methods for the disposal of contaminated or spoiled foods and animal carcasses with the assistance of the Food Services Manager and staff of the Physical Plant department.

Decontaminate facilities, areas, roadways, and equipment during radiological incidents, environmental disasters, or hazardous or etiologic material spills with the assistance of the Facilities Director and any appropriate external organizations.

See that appropriate relief and breaks are provided for Emergency Management Team members and support staff at the Emergency Operations Center during the emergency.

Conduct and coordinate the ongoing training programs and exercises necessary to prepare all personnel needed to handle emergencies; update the Emergency Operations Plan with information gathered from these training programs.

Clafin University Department of Public Safety

Assume responsibility as response and coordination authority for hazardous substance spills, mass transportation accidents (Assisted by the Orangeburg Police Department and the Orangeburg County Sheriff's Department in severe cases), severe winter storms, floods and other emergencies on campus.

Establish and maintain an incident perimeter and law and order throughout the campus may be assisted by the Orangeburg Department of Public Safety when additional staffing is needed.

Warn the Clafin University Family about the emergency or disaster through the Public Information Office.

Identify and establish staging areas for needed equipment and personnel.

Assist search and rescue activities with Orangeburg County Search and Rescue or other agencies.

Establish an incident command post when required with Orangeburg Department of Public Safety, and others at or near the incident scene.

Work with the Orangeburg Department of Public Safety, Orangeburg County Sheriff's Office and the South Carolina Law Enforcement Division to establish a traffic control plan to meet potential emergency needs.

In coordination with the Emergency Management Team, evacuate all or part of an area. This involves the following:

- Coordinate with Residential Life, Campus Dining Services and the Student Health Center to ensure that food, clothing, medical support, and shelters are available for evacuees.
- Designate evacuation routes; coordinate and provide transportation; find out how many people need to be moved; locate staging and rest areas.
- Secure evacuation routes via traffic control points and roadblocks if staffing allows.
- Arrange for the evacuation of special populations (physically disadvantaged). Coordinate with the Orangeburg County Social Services, the American Red Cross, and the Salvation Army in this effort to ensure that adequate housing, food, and medical resources are available.
- Provide security for evacuated areas and areas accommodating evacuees, such as reception centers, lodging and feeding facilities, and emergency shelters.

- Coordinate movement of displaced populations with Emergency Management Team and support agencies.

Orangeburg Department of Public Safety/ Fire Rescue

Conduct all regularly assigned functions relating to fire prevention and control to minimize loss of life and property due to fire.

Establish and maintain continuous communications between fire command posts, the forward command post, and the Emergency Operations Center.

Establish and maintain continuous communications with the Claflin University Department of Public Safety during any incident.

Assist in the conduct of all types of rescue operations.

Assist the Claflin University Public Information Officer in warning the public of impending danger; evacuate potential danger areas within zone of responsibility and provide fire security in evacuated areas.

Decontaminate facilities, areas, roadways, and equipment during radiological incidents, environmental disasters, or hazardous or etiologic material spills.

Logistics Coordinator (Senior Police Officer)

This individual is responsible for the management of all emergency communications systems and will set emergency systems operations protocol for all emergency communications operations.

- Identify communications and warning resources in the local government available to the Emergency Operations Center.
- Refer to list for identification and designation of private and public service agencies, personnel, equipment, and facilities that can be used to augment the jurisdiction's communications capabilities.
- Survey communications equipment sites for power sources and locations.
- Analyze equipment locations in relation to potential hazards and disaster conditions.
- Coordinate emergency communications and warning frequencies and procedures with Emergency Operations Centers at higher levels of government and with neighboring communities.

Coordinate all evacuation planning activities with the Chief of Police. Identify high-hazard areas and determines population at risk; prepares time estimates for evacuation of the people located in the different risk area zones.

Typical threats include: hazardous materials accidents involving the facilities that use, store, manufacture, or dispose of them and the transport modes (planes, trains, boats, trucks, pipelines,

etc.) used to move them; flooding; areas subject to wildfire; areas subject to major seismic activity; populations at risk to war-related threats including attacks involving nuclear, chemical, or biological weapons, and other situations involving terrorist activities.

Refer to list of transportation resources (e.g., public and private buses, city trucks, truck rental companies, air services, etc.) likely to be available for evacuation operations.

Develop information for evacuees' use on the availability and location of housing facilities away from the threat of further hazard-induced problems.

Assist, as appropriate, the animal care and control agency staff's coordination of the actions that are needed to prepare for the evacuation of animals during catastrophic emergencies.

Student Health Center Director

Coordinate the use of health and medical resources and personnel involved in providing medical assistance to disaster victims.

Meet with the heads of local public health, (Emergency Medical Services), hospital, environmental health, mental health, and mortuary services, or their designees, to review and prepare emergency health and medical plans and ensure their practicality and interoperability. When appropriate, the director will include local representatives of professional societies and associations in these meetings to gain their members' understanding of and support for health and medical plans.

Identify and prioritize health concerns and needs, and request the appropriate resources from the Emergency Management Team.

Plan for, provide, and supervise nurses' services as needed.

Advise Environmental Health Services on health protection measures.

Director of Physical Plant Services

Coordinate with private sector utilities (e.g., power and gas) on shutdown and service restoration.

Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

Maintain and maximize the use of all Claflin University vehicles, facilities (including sewer system), and heavy equipment, and coordinate the use of fuels, supplies, and Physical Plant personnel.

Assist the President and the Emergency Management Team to establish priorities for repair of damaged infrastructure.

Shut down utilities to prevent damage when necessary. Monitor the repair of electrical, gas, and water distribution systems. Provide emergency sources of electricity, gas, and potable water for essential campus and relief activities.

Clear major thoroughfares and remove debris, which will enable emergency rescue operations.

Help protect facilities and make emergency repairs to essential University buildings, roads, and utilities.

Maintain back-up power sources for electrical power.

Perform damage assessment and collect information regarding losses incurred during an emergency to give to the Risk Management Liaison and Chief of Police.

Provide emergency traffic engineering and control measures, including barricades and street flares, and marking emergency traffic routes and dangerous areas in coordination with the Claflin University Department of Public Safety.

Assist the Orangeburg County Emergency Services Department to decontaminate facilities, areas, roadways, and equipment during radiological incidents, environmental disasters, or hazardous or etiologic material spills.

Maintain a current inventory of all emergency response resources, and develop a system to track equipment deployed for disaster response.

Public Information Officer

Establish an emergency public information system.

Advise the Chief of Police and President on matters of emergency public information.

Prepare a call-down list for disseminating Emergency Public Information to groups that do not have access to normal media (e.g., school children).

Prepare emergency information packets for release; distributes pertinent materials to local media prior to emergencies; and ensures that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.

Collect and release emergency information in coordination with the Chief of Police.

Controller

Establish and maintain an incident-related financial record-keeping system.

Establish and maintain a system for damage assessment with Risk Management Liaison, assist the Emergency Management Team as needed, and assist with recovery.

Preserve and protect essential and vital records on campus.

**Director of Student Housing, Director of Campus Dining Services,
and Vice President of Student Development**

Prepare a list that identifies the buildings that have been selected for use as housing facilities and the number of people that can be housed in each.

During an emergency, assess housing facility locations regarding potential hazards and disaster conditions.

Make provisions to ensure the following items are available in sufficient quantities for use in housing facilities, when opened (these stocks may be pre-positioned or delivered at the time of need):

- Food supplies.
- Water and sanitary supplies.
- Clothing, bedding, and other supplies.
- First Aid/medical supplies, as appropriate.

Designate a housing facility manager and make necessary arrangements for staff members.

Coordinate with the Chief of Police and Public Information Officer to develop a public information program to make students and employees aware of availability and location of housing facilities.

Manage housing activities during emergencies.

Coordinate housing activities with the Chief of Police.

Advise the Emergency Management Team on all housing related matters.

Coordinate with the American Red Cross and other volunteer agencies for provisions of food, clothing, registration of displaced or missing persons, emergency housing for students and families evacuated from residence halls and apartments, and other relief functions.

Assist the Claflin University Public Information Office with inquiries from parents and relatives regarding the welfare of students.

The following section is taken from the Sodexo Corporation Disaster Management Plan outlining the company's contractual responsibilities to Claflin University:

SODEXHO CAMPUS DINING – CLAFLIN UNIVERSITY

Operational Standard:

DISASTER/EMERGENCY MASS FEEDING

EFFECTIVE DATE: **August 22, 2011**

PAGE: **1 of 2**

DATE OF REVIEW:

REV. NO.:

REVIEWED BY: _____

APPROVED BY: _____

SUMMARY:

Emergencies resulting in the need for mass feeding can occur at anytime. For example, a natural disaster or utility failure may result in the need to feed a greatly increased number of people unexpectedly.

PURPOSE:

The purpose of planning for emergency mass feeding is to enable Campus Dining the ability to meet its responsibilities effectively under trying conditions.

PROCEDURES:

THE BASIC PRINCIPLES of good food service must prevail when planning for emergency mass feeding. Residents and staff must receive food that meets their nutritional needs in an efficient, economical and sanitary manner.

THE MAIN ELEMENTS of emergency mass feeding are:

- Menu planning
- Appropriate storage of selected foods and supplies
- Development of good working arrangements
- Selection, assignment, and training of personnel
- Waste disposal

DRINKING WATER

An emergency may interrupt the supply of safe drinking water. The following procedure ensures adequate supplies of drinking water for the facility in case of an emergency:

1. Identify the emergency water source for the University by name.
2. Maintain adequate quantities of bottled water in storage. One gallon of water per person per day is essential. *(Check state regulations for required water amounts.)*
3. Use fruit juices, or vegetable juices from canned vegetables, in place of drinking water if necessary.
4. Disinfect water that is unsafe for human consumption by boiling, iodizing, chlorinating or using purification tablets.

MENU PLANNING GUIDELINES

The following was considered when planning mass feeding menus:

- MEET THE NUTRITIONAL NEEDS of the groups you are feeding.
- THE HIGHEST PRIORITY will be given to the feeding of residents.
- SPECIAL DIETS may not be feasible to prepare.
- BASE THE MENUS on existing food stores.
 - Standardized, tested recipes should accompany the menu to eliminate error and guesswork and to assure consistently good products.
 - There should be several menus to fit various situations, e.g., loss of fuel or water, breakdown of equipment, etc.
- AVOID FOODS that are subject to quick spoilage or which require careful refrigeration.
- FOODS SHOULD BE PALATABLE and widely acceptable.
- MEALS SHOULD BE QUICK and easy to prepare and serve
- THE EQUIPMENT and utensils available for cooking and serving may be limited due to damage, power failure, etc.

Provisions Contacts

Water

Coca Cola Bottling Co. Inc.: 803-534-5492
Le Bleu of Columbia: 803-739-7021
Valley Spring Water: 877-339-5807
SODEXHO CAMPUS DINING

Operational Standard:

DISASTER/EMERGENCY MASS FEEDING

Food for consumption would be procured from various sources to ensure appropriate personnel are fed. Several area resources are listed below:

Sodexo Resources

South Carolina State University, Orangeburg, South Carolina
University of South Carolina, Columbia, South Carolina
Columbia College, Columbia, South Carolina

Bulk Food Resources (paper & plastic also)

SYSCO Food Services, Columbia, South Carolina
Coca Cola, Orangeburg, South Carolina
Pet Dairy, Orangeburg, South Carolina
Earthgrain Baking Company, Orangeburg, South Carolina

FOOD SERVICE MANAGEMENT

Management should follow the guidelines below to plan for emergency procedures:

1. Keep the overall cost of the operation to a minimum.
2. Make decisions about the type of service to be used - whether centralized or decentralized.
3. Establish good working arrangements for a direct and continuing flow of food from point of delivery to the point of waste disposal.
4. Select appropriate locations for preparing and serving foods.
5. Plan the layout of serving area(s) and established lines of traffic.
6. Arrange for the lighting of the preparation and service areas so that if the emergency occurs at night, personnel may be able to see to work.
7. Make a list of the supplies and transportation needed and determine how they can be obtained.
8. Make a list of the equipment and utensils necessary for feeding and serving an increased number of persons.
9. Know the time needed for food preparation and the distribution of food.
10. Make plans for having a limited water supply, or no water at all.
11. Develop lines of communication with other departments in the facility and with resources in the community, including local civil defense officials.
12. Make the emergency feeding plan an integral part of the overall disaster plan for the facility or the community when applicable.

FOOD STORAGE

Foods of all kinds are perishable. Follow the guidelines below to ensure an adequate food supply during an emergency.

1. Maintain an inventory of all food stores. Control temperature and humidity in food storage areas because they have the most effect on the storage life of foods.
3. Keep storage intervals short enough to forestall any important change of nutrients, appearance, and palatability of food.
4. Rotate food supplies through temporary storage to keep them fresh as long as possible during the emergency.
5. Use perishable items first in case refrigeration fails.

SANITATION AND WASTE DISPOSAL

Sanitation is the responsibility of everyone who prepares and serves food. Follow the guidelines below to ensure sanitation during an emergency.

- Help control food borne diseases through good personal hygiene and sanitary food handling practices.
- When employing manual dishwashing, immerse dishes and utensils for at least 30 seconds in clean, hot water at a temperature of 170 F, or immersed for a period of one minute in a sanitizing solution.
- When using single service or disposable articles, store, handle and dispense them in a sanitary manner.
- Know the emergency source of paper goods.
Follow proper waste disposal methods.

Operational Standard:

EMERGENCY PAPER AND WATER PROVISION

EFFECTIVE DATE: **February 6, 2006** *PAGE:* **1 of 1**

DATE OF REVIEW: _____ *REV. NO.:* **1**

REVIEWED BY: _____ *APPROVED BY:* _____

EMERGENCY WATER PROVISIONS:

The amount of emergency water to have on hand shall be determined Claflin University.

In the event of a disaster, emergency water will be provided Claflin University.

EMERGENCY PAPER PROVISIONS:

In the event of a disaster, Sodexo and/or Sodexo Distribution Services will provide a three-day paper supply to the Campus Dining Unit.

END OF SODEXHO DINING FACILITY DOCUMENT**Vice President for Fiscal Affairs**

Identify ways to cover costs associated with the incident.

Manage and directs resource support activities during large-scale emergencies and disasters.

Coordinate and collect damage assessment data from all appropriate personnel.

Coordinate with State Office of Risk Management.

Coordinate with insurance providers and adjusters.

Assist the Emergency Management Team in getting the information necessary to declare the emergency to be a disaster, if needed.

Director of Information Technology

Coordinate with private sector and other providers of telephone and Internet services on shutdown and service restoration.

Assist the President and the Emergency Management Team to establish priorities for repair and restoration of damaged technology infrastructure and services.

Coordinate with Physical Plant Services to maintain back-up electrical power sources for critical computing and telecommunications infrastructure.

Perform damage assessment and collect information regarding losses in technology infrastructure and services incurred during an emergency, to give to the Risk Management Liaison, Chief of Police, and administrators.

Make recommendations about reducing Claflin University's disaster vulnerability after conducting mitigation studies during normal and emergency operations.

THE AMERICAN RED CROSS

If present, in coordination with the Director of Housing

Establish and manage emergency shelters or lodging facilities in cooperation with the Social Services Officer and Emergency Operations Center Shelter Systems Officer.

Provide food, shelter, clothing, personal articles, and other emergency needs to incident victims.

Register displaced persons and provide welfare information services.

Provide for coordination and assignment of volunteers.

WARNING DEVICES AND SIGNALS

Warning Devices

Claflin University has a radio dedicated to the National Oceanic and Atmospheric Administration (NOAA) Weather Station in place in the administrative office for the Police Department.

OUTDOOR WARNING – The Claflin University Department of Public Safety will attempt to provide outside warning via sirens, public address systems on patrol vehicles and soliciting the assistance of other University staff to make personal contact and to warn people.

INDOOR WARNING – Various communication systems are available for indoor warning. These include (a) commercial radio and television broadcast,(b) fire alarms

NOTE: The entire or partial (depending on type of incident) Claflin University Community will be warned by utilizing the Reverse 9-1-1 System Emergency Preparedness Plan. This is coordinated by the Chief of Police with the Orangeburg County 9-1-1 Emergency Communications Center.

NOAA Weather Radio – NOAA weather radio is a service of the National Oceanic and Atmospheric Administration (NOAA) of the Department of Commerce. NOAA weather radio provides continuous broadcasts of the latest weather information directly from the National Weather Service offices across the country. Weather messages are taped and run in a cycle lasting on an average of four to six minutes, and are updated frequently throughout the day. When severe weather occurs, the routine broadcasting will be interrupted to provide the listener with frequent updates on severe weather warnings or statements for your area. When a severe weather warning is issued and you are within 40 miles of the transmitter, a weather tone will alert on specially built receivers, with warning and safety information following directly after the tone.

NOTE: Each Residence Hall should be equipped with a NOAA radio

The Emergency Activation Service – The Emergency Activation Service provides a readily available, reliable, and low cost means to communicate with the American people. During an emergency the Emergency Activation Service uses commercial radio and television broadcast services, which are provided on an organized, volunteer basis. Local radio and television stations operate with Emergency Activation Service and are available to be used during College emergencies.

EMERGENCY PUBLIC INFORMATION

Introduction

The Emergency Public Information function gives the public accurate, timely, and useful information and instructions throughout the emergency period. The Emergency Public Information organization initially focuses on the dissemination of information and instructions to the people at risk in the community. However, the Emergency Public Information organization also must deal with the wider public's interest and desire to help or seek information.

Purpose

The purpose of this section is to establish responsibilities and procedures for the preparation and dissemination of timely and accurate official information and instructions to the public during a major emergency.

Situation

Centralized control and dissemination of factual, official information is necessary to minimize the release of misinformation and inform people of what they need to know, or do, to ensure their safety, and minimize the release of misinformation. The release of truthful information is best accomplished through cooperation by both the press and those combating the disaster emergency.

Newspaper, radio and television stations serve the citizens of Orangeburg and Claflin University. Radio stations **(FM) 90.3 Orangeburg, (FM) 93.5 Columbia, (FM) (FM) 94.3 Forrest Acres, (FM) 95.3 South Congaree, (FM) 97.1 Olympia, (FM) 97.5 Columbia, 97.9 Barnwell, (FM) (FM) 99.3 Columbia, 100.3 Orangeburg, (FM) 101.3 Columbia (FM) 102.9 Orangeburg, (FM), 103.1, (FM) 103.9 Columbia, (FM) 104.7 Columbia, (106.7) Orangeburg and (AM) 1580 Orangeburg** are affiliated with the Emergency Activation Service. **Normal TV stations such as CNN, Channel 10 Columbia, Channel 19 Columbia and Channel 25 Columbia** is available on campus.

Assumptions

For various reasons, reliable dissemination of information to the public may become difficult during a disaster. Multiple methods of communications and dissemination must be identified and prepared for use to better reach those with impaired sight and hearing and those who do not understand English.

Emergency information should focus on specific, event-related information. Rumor control must be emphasized.

Some events, even forecast events, can bring many reporters, photographers, and camera crews; this will create heavy demands on the Emergency Public Information organization, requiring

augmentation. External media will be interested less in details than in spectacle and “human interest” stories of universal appeal and quick impact.

Public awareness campaigns will not be 100% effective, especially during periods of heavy tourism with a large number of tourists or transients.

Telephone communications may be limited due to calls being made by concerned friends and relatives or may be completely disabled due to the effects of a disaster.

During major emergencies, emergency staff may be inundated by requests from local, state and national media for information about the event.

Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.

Concept of Operations

General

Press releases, instructions, and official information originated by the various participating agencies will be channeled through one central authority. Official information will be released to the media through the Public Relations Office.

General inquiries from the public regarding the welfare of friends and relatives living in the disaster area will be handled by the American Red Cross, Orangeburg Chapter, in coordination with the Chief of Police and Emergency Management Team operations.

Increased Readiness (e.g., forecast event)

Actions

Following are actions that may be taken with more than a day’s notice. This list is not all-inclusive:

- A. Establish and maintain contact with media. Provide preparedness information and any instructions, as approved by the President or designee.
- B. Arrange through the Public Relations Office for accelerated printing of camera-ready Emergency Public Information material (e.g., evacuation instructions/maps and leaflets), if needed to supplement/restock existing printed material.
- C. Ensure distribution of printed material to broadcast media, to pre-selected locations (e.g., residence halls, Dining Facility), and/or via newspaper.
- D. Augment public inquiry and/or media relations staffs, if needed. Set up any additional facilities for Emergency Public Relations operations (e.g., separate phone bank or media center).

Message Content

Following is suggested general content for pre-impact messages. These will depend on the amount of time available for action and on the particular hazard:

- A. Type of hazard and/or emergency.
- B. Estimated area and time of impact.
- C. Property protection measures (e.g., sandbagging, taping windows)
- D. Disaster supply kit for surviving 72 hours, i.e., water, food, cots, flashlights, etc.
- C. Evacuation instructions (departure time, routes, housing facility locations, etc.), if feasible to evacuate.
- E. Instructions on how to protect and care for young children, pregnant women, and senior citizens.
- F. Other “do’s and don’ts” if not feasible to evacuate, such as stay indoors, close all doors and windows, etc.
- G. How (and how often) officials will be in touch with the public during the emergency.
- H. Telephone numbers for specific kinds of inquiry (if staffed).

Limited Warning Available

Actions

Following are Emergency Public Relations actions that may be taken with limited notice. This list is not all-inclusive:

- A. Coordinate with President and Chief of Police to determine what protective action will be taken – (limited) evacuation or in-place shelter.
- B. Complete “stand-by” Emergency Public Information instructions with particulars for the event. Coordinate with Chief of Police to ensure warning systems (e.g., Emergency Activation Service, route, alerting, door-to-door canvassing) is activated and ensure Emergency Public Information is being disseminated.
- C. Contact media to repeat and update initial warning (especially if not provided through Emergency Activation Service) and provide Emergency Public Information contact name(s) and telephone number(s).
- D. Monitor media.

Message Content

Following is suggested general content for pre-impact messages with limited warning available. Again, these will depend on the particular hazard. Hazard specific information and instructions are appended to this index:

Hazard; kind of risk posed to people and property.

Area at risk and predicted time of impact.

Protective action instructions. These may address specific groups (e.g., campus residents, faculty, and children's center) as well as the general public.

What officials are or will be doing. How (and how often) officials will be in touch with the public during the emergency.

After Impact

Actions

Following are Emergency Public Relations actions that may be taken after the impact of an emergency. This list is not exhaustive:

- A. Establish and maintain contact with the media. Provide information and any instructions, as approved by the President or his/her designee in concert with the Assistant Vice President for Communications and Marketing or his/her designee.
- B. Monitor media reports via radio and telephone inquiries for accuracy and respond as appropriate to correct rumors.
- C. Augment public inquiry and/or media relations staffs, if needed. Set up any additional facilities for Emergency Public Relations Operations (e.g., separate telephone bank for media center).
- D. Arrange for printing of camera-ready Emergency Public Relations material.
- E. Ensure distribution of printed materials to broadcast media, to pre-selected locations (e.g., residence halls), and/or via newspaper. Compile chronology of events on Log Sheet.

Message Content

- A. Current situation assessment.
- B. Current government actions.
- C. Survival instructions (for those affected or still potentially affected).

- D. How/where to get what help (for those affected).
 - E. Health hazards information.
 - F. Restricted areas.
 - G. Telephone numbers for inquiries regarding survivors.
 - H. What to do and whom to contact in order to offer help.
 - I. Telephone number for donation offers and inquiries, accompanied by donations policy (send money and make check payable to..., critical needs include X but please don't send Y..., package donations such and such way).
 - J. How and how often officials will be in touch with public during the emergency.
 - K. Instructions for evacuees to return to campus
 - L. The Assistant to the President for Public Relations, or designee, shall act as the Public Relations Officer for all emergencies.
 - M. A central information area for media inquiries has been designated at the James S. Thomas Science Building "Iowa Room". The back-up location in the event that the James S. Thomas Building is not available will be the H.V. Manning Library. Parking will be established in Lot #5. The primary phone number for emergency information is 535-5444. A media communications center has been designated at the James S. Thomas Building "Iowa Room". The college communications team will be set up in the James S. Thomas Building "Iowa Room". Parking will be established in Lot 7, on the west side of the James S. Thomas Building.
 - N. Once the Office of Public Relations has been notified of an emergency, the Information Technology Center will be contacted to arrange for the conversion.
 - O. Establish an Emergency Public Information service to provide accurate information to the media and the public. This information will emanate from the Incident Command Center.
- ONLY ONE SOURCE SHOULD VERIFY INFORMATION ABOUT THE INCIDENT TO AVOID CONFUSION OR INACCURATE RELEASES.**
- P. Setting up media center during major emergencies at the James S. Thomas Building or the H.V. Manning Library.
 - Q. Pay attention to the needs of the seeing and hearing impaired and those who do not understand English.
 - R. Prepare instructions for evacuees regarding evacuation routes, shelter locations, and transportation for each type of emergency.

S. Determine methods for gathering specific, technical information about each specific hazard, including materials describing the health risks associated with each hazard and possible measures for self-protection.

T. With staff assistance, receive and channel calls.

Chief of Police

U. Advise on when to disseminate emergency instructions to the public.

V. Assist Public Relations with news releases and rumor control.

LAW, ORDER AND PUBLIC SAFETY

Purpose

Any emergency situation can lead to destructive behavior by citizens and the need for security for persons and property. This section describes plans for the Claflin University Department of Public Safety to provide enhanced law enforcement services, building security, traffic control and the dissemination of accurate public information during an emergency and during the time required to restore Claflin University to normalcy, whether the disorder stems from natural or human-caused disasters.

Situation

Claflin University has experienced natural disasters such as high winds and heavy snowfall, human-made emergencies such as fires and flooding in buildings, and civil disturbances. During such emergencies, Claflin University Department of Public Safety personnel must be prepared to provide additional security to University property, as well as any students and staff displaced by the disaster.

Police personnel must also be prepared to cope with traffic control issues ranging from persons fleeing the incident area to emergency vehicles and media attempting to reach the incident site, all of which carry the potential to disrupt or destroy conventional traffic patterns.

Finally, Police personnel must be able to assist the Public Relations Office with the dissemination of accurate information to faculty, staff, students and their parents, and the general public.

Assumptions

Most emergencies will occur with little to no warning and the initial response must be made using the police personnel on duty

Claflin University Department of Public Safety personnel are trained to respond appropriately to most hazards that threaten the campus, as are other University Officials on duty.

Concept of Operation

Response to large-scale emergencies will involve the expansion of normal Claflin University Department of Public Safety responsibilities. One or more Command Posts could be established,

usually at the same location as the Orangeburg County Sheriff or Orangeburg Department of Public Safety Incident Command Posts. The senior police officer at the scene will facilitate

response activities between University personnel and representatives from other agencies, and will remain in charge of the incident until relieved by a higher authority.

Additional duties of police personnel may include scene security and traffic control, commencement of criminal or other investigations as required, disseminate warnings and other vital information to citizens and victims, supervise crowds and control civil disturbances.

The line of succession for the College Police will be:

A. Chief of Police

B. Senior police Officer on Duty

The Chief of Police will normally respond to the Emergency Operations Center.

The control of large-scale emergencies may require the expansion of normal police operations and the request for assistance under mutual aid agreements. Any forces mobilized under mutual aid agreements will operate under the direction of the Claflin University Department of Public Safety with unified command.

Responsibilities

A. Respond to and evaluate all campus emergencies, whether natural or human-caused. Follow the Emergency Operations Plan where indicated.

B. Establish Field Command Posts as required by the situation. Coordinate with the Orangeburg Department of Public Safety Central Communications Center.

C. Maintain and restore order at the scene of the emergency. This may include the dissemination of warnings and other vital information as well as assisting in the evacuations of buildings or residence halls.

D. Coordinate communications efforts, both at the scene of the emergency and at the Emergency Operations Center.

E. Enforce laws and regulations as appropriate to the nature and scope of the emergency.

F. Direct and control traffic.

G. Provide security and protection for vital resources and personnel.

H. In the case of human-caused emergencies, initiate an investigation into the cause of the emergency where appropriate.

I. Coordinate additional resource assistance requirements with the Orangeburg Department of Public Safety, Orangeburg County Sheriff's Department and the South Carolina State Highway Patrol personnel.

J. Maintain a log of activities.

ENVIRONMENTAL HEALTH AND SAFETY

Purpose

This section provides a point of reference for the Emergency Management Team in dealing with large-scale on-site emergencies or community-wide catastrophes that may involve:

General Health & Safety

Hazardous Materials

Radiological Hazards

Biological Hazards

Additional detail, specific procedures and up-to-date contact information regarding these topics are maintained by the Claflin University Department of Public Safety.

Responsibilities

Chief of Police

It is the responsibility of the Chief of Police to advise the Emergency Management Team on matters relating to Environmental Health and Safety concerns resulting from unexpected incidents involving hazardous materials, radiological hazards, biological hazards, severe weather, or other hazards that may pose a threat to general public safety or the environment. The Chief of Police will plan, manage, coordinate and/or execute activities to mitigate these hazards.

Campus Community

It is the responsibility of campus constituents to cooperate with emergency response efforts and the Chief of Police to prevent injury and contain hazards. Employees may be asked to assist with some of these measures and it is their responsibility to render assistance where applicable and reasonable.

General Health and Safety

Responsibilities and Operations Concept

The Chief of Police, in cooperation with the Emergency Management Team (where applicable); will assess matters that have the potential to affect the general health and safety of campus constituents or the surrounding community. While the Logistics Coordinator will coordinate on-site response efforts related to the immediate health care needs of the injured or ill, it is the duty

of the Chief of Police to form response teams and coordinate, or conduct monitoring of potential health and safety hazards. Other University personnel may be enlisted to assist in assessing potential hazards (e.g., Physical Plant Services, Hazardous Materials Manager, Chemistry/Biology Department, etc.). The following are examples of hazards that must be assessed, monitored and controlled by the Emergency Management Team:

1. Flood-damaged or tornado-damaged structures, utility systems, food storage, or water supplies.
2. Contaminated air, waters or soil resulting from hazardous materials releases. Altered or explosive atmospheres (e.g., within confined spaces, buildings or other occupancy or work space).
3. Structural damage in occupancy or work areas.
4. Multiple injuries or deaths resulting from large-scale accidents or terrorist/hostage activity.
5. Bomb threats or explosions.

Outside Agency or Contractor Involvement

The Chief of Police will communicate with local and State agencies to obtain assistance, as needed and when available, in dealing with sanitation and general safety concerns. Contractors and consultants may be contacted to assist in the assessment or abatement of hazardous conditions and may be particularly useful in countywide incidences where local or state officials may be unavailable.

Hazardous Materials Incidents

Responsibilities and Operations Concept

The Chief of Police will assess matters that have the potential to affect the general health and safety of campus constituents, the surrounding community, or any ecological threats as posed by the release or potential release of hazardous materials on campus.

Small hazardous materials incidents may be contained or abated by campus personnel (i.e., Biology/Chemistry Department) trained and familiar with the chemical substance and the potential health effects. Any situation posing a potential threat to human health or the environment must be reported to the Claflin University Department of Public Safety.

Large or dangerous releases of hazardous materials will be reported immediately to the Claflin University Department of Public Safety either directly or through Central Dispatch and appropriate evacuation or protection in-place will be initiated. It is the responsibility of the first responders to an incident involving hazardous materials to control the scene and follow the guidelines provided in their training. It is not the responsibility of the Claflin University Department of Public Safety first responders to determine abatement procedures or define specific health hazards. However, every effort should be made to contain spills or abate the source of a hazardous materials release into the atmosphere where it does not pose a threat to the responder or others.

Outside Agency or Contractor Involvement

The Orangeburg Department of Public Safety (Haz-Mat Team) is designated as the Emergency Response Agency for hazardous materials incidents within the City of Orangeburg. They will take control of the hazardous materials scene upon their arrival. Where further assistance is needed in conducting initial abatement, State or National assistance may be required. Information regarding these procedures and contact information is provided by the Claflin University Department of Public Safety.

Incidents Involving Radiological Hazards

Responsibilities and Operations Concept

It is the responsibility of the Chief of Police to advise the Emergency Management Team on matters involving, or potentially involving ionizing radiation sources. Radiation safety and response to incidents involving radioactive materials is a complicated subject involving numerous scientific, safety and biological principles.

The following emergency scenarios have the potential to involve radiological hazards (these are intended as examples and do not include all potential incidents, nor should it be interpreted that all incidents listed will necessarily involve radiological hazards):

Fire: Heat degrading containment and the potential widespread off-site migration of radioactive materials in the form of products of combustion (smoke). Health hazards involve inhalation of contaminated smoke, particularly of alpha particles that may deposit in lung tissue.

Flood: (line breaks) Potential off-site migration of materials or degradation of containment resulting in a release of radiation.

Theft or Terrorist Incident: Potential exposure or perceived risk of exposure to the public or campus community resulting from the intentional activities of an individual(s) or group. A confirmed theft of radioactive materials from the University would also require notification of the Department of Energy (DOE).

Transportation Incident: Potential incident involving migration onto campus from an off-site source, or off-site migration potential resulting from accidents during delivery or export of University materials or waste.

Severe Weather: Damage to building storing radioactive materials (potential breach of containment facilities)

Radiation Exposure: To staff, faculty or students during the course of teaching/research activities.

Environmental Health and Safety Response

The Chief of Police will be in charge of initial response efforts to a radiological incident. This individual will make decisions based on information and advice provided by the reporting party. Control of the incident scene will be combined with the response activities of Orangeburg Department of Public Safety (Haz-Mat Team). Data may also be obtained from the State of South Carolina Department of Public Health & Environment Control, Laboratory and Radiation Services Division.

Incidents Involving Biological Hazards

Responsibilities and Operations Concept

This section was developed to address responses to potential large-scale biological hazards resulting from acts outside the normal University activities. Generally no activities on campus pose biological threats significant to warrant campus-wide concern. This section is therefore focused on unforeseen events or acts of terrorism.

It is the responsibility of the Chief of Police in cooperation with appropriate representatives of the Chemistry/Biology Department to advise the Emergency Management Team regarding matters posing biological threats with the potential to endanger human, animal or plant life such as the following:

1. Accidents resulting from un-authorized use of dangerous biological agents in campus research activities.
2. Off-campus accidents involving dangerous biological agents posing a threat to the campus community.
3. Outbreak of extremely communicable diseases posing immediate dangers to campus or community.
4. Terrorist activity involving dangerous biological agents.

SEVERE WEATHER EVENTS

Purpose

This section describes how the Claflin University Department of Public Safety will act to protect lives and property during severe weather events, and how the University will effectively utilize resources to maintain an appropriate level of operation during severe weather.

Situation

On rare occasions, Claflin University may be forced to curtail or suspend operations due to severe, inclement weather. If snow removal equipment and personnel cannot keep roads and sidewalks clear enough to ensure the safety of students, staff and faculty, or buildings have been rendered uninhabitable due to damage; Claflin University may have to interrupt its normal operations.

Assumptions

- A. Claflin University will from time to time experience severe weather events that will impact normal operations.

- B. The most likely severe weather event will be heavy snow or blizzard conditions, but damaging winds, tornadoes, heavy rain and floods are also possible.

- C. Claflin University will typically have ample warning via the National Weather Service, National Oceanic and Atmospheric Administration, before experiencing severe winter storms, and minimal warning prior to most other major weather events.

- D. Certain University personnel, including members of the Emergency Management Team, will be notified of the weather emergency by telephone. If telephone service is not operating, contact will be made by person-to-person contact.

- E. Claflin University Students, staff and faculty will be warned about severe weather events by way of the campus e-mail system, the news media and the Emergency Activation Service. Faculty and staff are expected to take appropriate action to secure their students and staff from injury, as well as their work areas from damage likely from impending weather emergencies. News concerning University closure will be aired on local radio stations.

- F. Claflin University students, staff and faculty will make rational decisions about whether to report to campus on any particular day, whether the University has closed or not.

Concept of Operation

The intent of this section is to protect lives and property and to effectively use available resources to maintain University operations during severe weather.

Claflin University's Chief of Police, or designee, will gather information from on-duty police officers, Physical Plant Services personnel, local law enforcement agencies, National Weather Service bulletins, and other major public and private entities when possible, regarding conditions on campus and the surrounding community. The Chief of Police will recommend to the President or the Executive Vice President whether non-essential Claflin University services should be suspended.

If the incident occurs during the workday, the decision to close the University will be disseminated by way of the campus e-mail system, telephone, the news media and other means as appropriate. If the emergency occurs while the University is closed, the Chief of Police will be notified by 5:00 a.m. of conditions and recommendations. The decision to open late, close the University, or other schedule modifications will be made at that time and the appropriate notifications will be made.

The Office of Communications and Marketing will issue an announcement, via the news media, to inform the campus population of any disruption to normal campus operations, in a timely fashion. Announcements should indicate how long services would be interrupted when that information is known.

For severe snowstorms, the Physical Plant Services has identified areas of campus that are priorities for snow removal. As conditions deteriorate, additional stress is placed on available resources. To maintain access for police, fire and emergency medical vehicles, high priority areas will be served first.

Each individual is responsible for deciding if the conditions are safe for his/her travel. Claflin University's severe weather policy is driven by the needs of the entire campus community rather than the particular needs of each individual. The University's response to a given storm will take into consideration the conditions on campus, in the City of Orangeburg and the immediate region.

Categories of Severe Weather Emergencies

Snow and severe winter weather events may be classified as Phase I, II or III emergencies based on local and regional conditions.

Phase I Snow Emergency - This classification is used when the situation requires no resources beyond those normally scheduled. Travel is possible but difficult in some areas. The safety of people on campus is minimally threatened by the conditions. Essential and emergency resources are readily accessible, snowfall is three inches (3") or less, and no extraordinary complicating conditions exist.

Phase II Snow Emergency - This classification is used when the situation requires more resources than can be applied. During snowstorms, travel is generally difficult and snow removal cannot keep pace with snowfall. Icy conditions, where traction and vehicle stability are seriously impaired, may qualify for this level of alert. Walking and bicycling may be impaired and unsafe for certain members of the community. Conditions such as black ice, high winds, poor visibility

and extremely low chill factors may be present. The safety of people on campus is not overtly threatened unless they are acting outside the range of sensible behavior. Emergency and essential resources may be delayed in reaching campus because of the current conditions.

Phase III Weather/Snow Emergency - This classification applies to the situation where snow removal has stopped or is seriously impaired. The National Weather Service or other recognized authority has declared the storm a severe winter storm. Travel of any sort is dangerous. External resources to support the normal operation of the campus may not be available. Health and life safety may be threatened because essential and emergency resources are at maximum capacity. Under these circumstances, the University may be closed.

Damaging winds seldom impact the ability of the University to conduct normal operations unless they result in the interruption of utility services or block roads due to debris. Utility interruptions may impact individual buildings, parts of campus, or the entire campus. Utility interruptions due to high winds are usually beyond the scope of University personnel to mitigate. Most University resources will be directed at debris removal to restore the campus to normal function as soon as possible.

Damage from **tornadoes** may require the closure of individual buildings or the entire campus until damage can be assessed and repaired. University priorities will focus on warning and recovery as little can be safely done during a tornado.

Floods may result from natural events such as rainfall or sudden snowmelt, or from broken water pipes. Depending on the extent of the flooding, parts of buildings, individual buildings, parts of campus or the entire campus may be closed. University resources will be focused on minimizing the spread of water into buildings and repair/recovery efforts.

Responsibilities

Clafin University Department of Public Safety

The Chief of Police is responsible for notifying the President of the type and level of severe weather emergency that exists. Based on this determination, the University may open later than scheduled, close early, or suspend operations for the entire day. The Chief of Police is also responsible for informing the University community of the decision, and communicating the decision to involved departments.

The Clafin University Department of Public Safety Officer on duty will provide current information to the Chief of Police on snow and other weather conditions. Police radios are on Channel 1, and Physical Plant Services radios are on Channel 2.

During weather events that are not likely to warrant closure, (e.g., Phase I and II snow emergencies, high winds, localized flooding due to broken pipes) the Police Department will also notify the appropriate managers of Physical Plant Services so that snow removal and/or damage mitigation and repair efforts may be started..

Physical Plant

The Physical Plant Director or the Grounds Department Supervisor should be notified once snow depth on sidewalks or roadways reaches three inches (3").

The Claflin University Department of Public Safety Communications channel #4 will act as the central point of contact between field units providing updates on weather conditions and the Emergency Management Team.

Physical Plant Services will attempt to maintain the serviceability of buildings, grounds and roadways during severe weather events. Phase I snow emergencies with light snow will require only regular shift staffing. Moderate to heavy snowfalls may require early/extended shift hours.

Phase I condition is initiated by grounds manager, or designees. Snow removal priorities include all internal maintenance areas, sidewalks, service drives, fire lanes, wheel chair ramps, and access roads. The sanding of lots and drives may be required.

Phase II snow emergencies may be initiated by the Director of Physical Plant. Phase II emergencies will require early/extended shift staffing. Snow removal priorities are the same as for Phase I snow emergencies.

Phase III emergencies are declared by the President and will require early/extended shift staffing. Phase III emergencies may also require additional outside contractors. Snow removal priorities are the same as for Phase I snow emergencies.

A list of snow removal priorities will be maintained in the Physical Plant Services Office.

Physical Plant supervisors should make hourly reports as to the status of personnel and equipment, as well as changing weather conditions, to the Claflin University Department of Public Safety.

In addition to the responsibilities above, Sodexo Educational Services Emergency Response Team will be contacted to solicit additional material, staffing and equipment and supplies as determined by the severity of structural or resource damage or projected impact of a major disaster.

Custodial Services

Custodial Services personnel are responsible for clearing a path for pedestrian passage to reach areas cleared by snowplows. The shift supervisor is responsible for their shift or area of responsibility and will call in their staff members when requested by the Custodial Supervisor.

In situations where flooding has occurred, Custodial Services personnel may be required to help in removing water, as well as restoring floors and carpets to a serviceable condition.

Grounds Department

The Sodexo Grounds Department will be responsible for clearing campus parking lots. Outside contractors may be utilized. The Grounds Department may close or control access to parking lots to facilitate snow removal. To speed the removal of snow from lots and reopen lots more rapidly, snow may be piled inside lot boundaries and not removed entirely. The temporary loss of parking spaces is to be considered an acceptable tradeoff for the rapid clearing of the lots.

Office of Communications and Marketing

The Office of Communications and Marketing will be responsible for providing information to students, staff, faculty and the public about all severe weather events that result in reduced operations or closure of the University. This information must include whether or not employees should come to work. See Media Contact List.

Special Responsibilities for Tornados

OUTDOOR WARNING – The Clafin University Department of Public Safety will attempt to provide outside warning via sirens, public address systems on patrol vehicles and soliciting the assistance of other University staff to make personal contact and to warn people.

INDOOR WARNING - Various communication systems are –available for indoor warning. These include (a) commercial radio and television broadcast, (b) a campus wide voicemail system that will activate at all campus-operated telephones; and (c) public address systems, fire alarms and background music systems.

DAMAGE ASSESSMENT AND RECOVERY

Purpose

To provide a system to estimate the impact of a disaster and describe the steps necessary to re-establish services, restore affected areas and reduce vulnerability to future disasters.

Concept of Operations

The immediate response phase during large scale disasters or emergencies will require an assessment of the magnitude of loss in physical and social terms. This assessment will be the basis for University mobilization of human and material resources needed for recovery and reconstruction. The assessment will also provide the basis for State and Federal disaster declarations. The Risk Manager (designated at the time of emergency) will work in conjunction with local, state and federal agencies to develop the assessment. The **Damage Assessment Coordinator** will also relay all available information to the Chief of Police as soon as possible and is responsible for regular updates.

Damage assessment and recovery efforts provide immediate and long-range planned redevelopment after a disaster. Redevelopment should be consistent with proven mitigation techniques for hazard reduction to avoid a reoccurrence of the disaster in the future.

Responsibilities

- A. Organize and implement local damage assessment capability to assess all disaster related damage and to expeditiously forward estimates of that damage.
- B. Coordinate continuing damage assessment operations to include submission of all required reports both state and federal.
- C. Provide an assessment of all impacted areas including social, environmental, physical and economic considerations.
- D. Prepare maps based on available information to designate appropriate hazard areas.
- E. Create redevelopment plans for the area, considering ways to reduce future vulnerability including relocation of structures and facilities.
- F. Emergency Preparedness Measures
- G. Recovery and mitigation planning will be required before federal relief may be furnished.
- H. Recovery planning should be accomplished on the basis of the most likely threats and those most hazardous to the community.
- I. Options and costs for each mitigation strategy will be developed.

SHELTER AND FOOD FACILITIES

Purpose

During disasters, the Director of Residential Life, the Director of Physical Plant Services, and the Director of Campus Dining Services will coordinate actions necessary to provide for temporary lodging and mass feeding of persons displaced by this disaster. A **Crisis Management Team**, consisting of the Vice President for Student Development, the Director of Campus Dining Services, the Director of Residential Life, and the Director of the Auxiliaries, will collaboratively manage housing and food provisions.

Situation

Claflin University and the Orangeburg area are vulnerable to a variety of threats that could result in the displacement of campus and other populations and place them in dangerous situations.

Assumptions

- A. Up to 1,000 people may require shelter, food and minor health care as the result of the campus emergency.
- B. No more than two (2) persons per room, up to the capacity of each building, will be sheltered in any on-campus housing facility at any given time without the approval of official representatives of Claflin University. Students and conference residents will not normally be moved so that shelter can be provided to those displaced due to the disaster.
- C. The length of stay in the facilities will depend upon the magnitude and severity of the disaster. However, every effort will be made to expediently vacate Claflin University facilities after the emergency phase of the disaster is complete.
- D. Use of Claflin University facilities will usually be limited to residence halls, Student Life Center, gymnasium, shower and toilet facilities, part-time use of dining rooms, and two (2) or three (3) offices for administrative purposes. Laundry facilities may be available for short durations.
- E. University facilities will be used to provide hot breakfasts, evening meals and cold lunches for the evacuees, University staff handling the emergency, and other emergency response team members.
- F. Normal University functions will be carried out to the extent possible during the emergency, and disaster operations will attempt to minimize impact on those normal functions.

Concept of Operation

- A.** Claflin University will be prepared to use untenanted areas to house people who are evacuated from unsafe areas of the campus.
- B.** If possible, Residential Life will be prepared to provide temporary living space to evacuees, especially when there has been a warning of potential or actual disasters. In the event of the need to shelter and feed evacuees, shelter and food managers will be assigned.
- C.** Volunteers offering to help ease the suffering of evacuees being housed on campus should be coordinated by the Crisis Management Team.
- D.** Food will be provided through the combined efforts of Claflin University's dining facilities and other agencies (if needed), supplemented by temporary help, if necessary. Claflin University Campus Dining Services will coordinate all such efforts on campus.

Responsibilities of the Crisis Management Team

- A.** Coordinate with county and city officials concerning their requirements.
- B.** Be aware of available facilities should on-campus relocation be required.
- C.** Coordinate and develop plans to provide basic food services.
- D.** Identify a shelter manager and a food manager for each facility and provide them with relevant training.
- E.** Develop a list of names and telephone numbers for individuals authorized to use or have access to each facility.
- F.** Encourage Claflin University staff and students to assist as "disaster volunteers".
- G.** Develop a comprehensive list of evacuees and assigned campus housing locations, and provide this information to city and county agencies.

PHYSICAL PLANT SERVICES

Purpose

To provide logistical and resource support to the emergency response effort.

Concept of Operations

The immediate response phase during large-scale disasters or emergencies will require Physical Plant Services to provide extensive logistical and resource support. This support may include relief supplies, transportation services, personnel, light and heavy construction, debris removal, retention of and coordination with outside contractors, materials, and other logistical support. Physical Plant Services will also coordinate campus activities with city, county, state and federal logistics support organizations.

Responsibilities

- A. Assist the Chief of Police by providing the necessary vehicular equipment, barricades, road signs and road-blocks as necessary to guide, direct and control the movement of traffic.
- B. Coordinate actions required to remove debris, and wrecked or disabled vehicles to permit continuous movement of vehicles and supplies on a priority basis.
- C. Coordinate or accomplish emergency repairs to campus roads to ensure the continuous movement of traffic and emergency equipment.
- D. Provide, maintain and coordinate all available transportation to move personnel, equipment and supplies throughout campus for the duration of the emergency.
- E. Supervise the emergency repair, modification or reconstruction of University buildings.
- F. Physical Plant Director shall serve as principal advisor in matters relating to the materials requirements generated by the emergency.
- G. Assign a priority to, and take action to respond to requests for material assistance in accordance with the policies established by the Chief of Police.
- H. Receive, record, fulfill, recruit or otherwise respond to all requests for personnel assistance necessary to clean-up, repair and rebuild. Serve as principal advisor in matters relating to repair and maintenance personnel requirements generated by the emergency.
- I. Establish and maintain liaison with the private sector and with government entities for the purpose of requesting and/or providing personnel with special skills.

- J. Coordinate actions to manage the conservation, distribution and use of water supplies.
- K. Coordinate actions to provide for the removal of sewage and solid waste.
- L. Establish procedures and arrangements for the collection and disposal of trash and garbage.
- M. Designate the locations for, and supervise the construction of outdoor toilets, shower facilities, etc., as necessary for the use of temporary residents.
- N. Maintain records of all materials expended.
- O. Identify and maintain a staging area for materials, personnel and equipment.

Emergency Preparedness Measures

- A. Perform a hazard analysis of all campus facilities and infrastructure to determine the likelihood of damage due to various types of emergencies.
- B. Prioritize modifications and repairs to campus facilities and infrastructure to reduce the potential for damage.
- C. Identify an inventory of University equipment and supplies that may be needed during an emergency response. This inventory should include the normal location or storage site for each item.
- D. Identify off-campus sources for materials and equipment. Sources would include such agencies as the Orangeburg County Office of Emergency Management, State of South Carolina Office of Emergency Management, other higher education institutions and local and regional suppliers.
- E. Identify contractors and emergency recovery experts for the various aspects of an emergency response.
- F. Inventory the main shut-off locations for all University owned utility systems. Prepare and update the master utility book and associated maps. Provide appropriate signage and staff training.
- G. Review and update lists of off-campus resources that may be required for emergency response.
- H. Review plans and procedures for requesting and receiving City, County, State and Federal aid.

EMERGENCY MEDICAL SERVICES

Purpose

This section includes the process for coordinating medical and other personnel during emergencies.

Concept of Operations

The University needs to be organized to respond to emergencies that result in casualties on campus and to utilize campus resources as needed. Orangeburg Regional Medical Center will handle the treatment of casualties during major medical emergencies and the Orangeburg Department of Public Safety will be the primary response authority to any medical treatment that requires a 911 call. In the event that an emergency occurs on campus and/or campus facilities are needed as reception areas for evacuees, the staff of the Claflin University Student Health Center may assist in providing treatment.

Assumptions

A. Medical emergencies may be the primary situation that requires a response (outbreak of communicable disease) or a result of a disaster (fire, hazardous material spills, and natural disasters). Additional results of disasters may also occur (contaminated food and water, emotional trauma).

B. The Orangeburg Regional Medical Center and the Orangeburg Department of Public Safety will be the primary responders in crisis requiring treatment of casualties. Paramedics who respond to the initial call for medical assistance will be in charge of field medical incidents, triage, etc.

C. Physicians in the Orangeburg community will be contacted by Orangeburg Regional Medical Center in the event that multiple casualties have overwhelmed their capacity to provide treatment. Additional resources in Orangeburg County will be organized through the Orangeburg Regional Medical Center and Orangeburg Health Department.

D. The Student Health Center nursing staff will participate in triage, providing first aid, and in providing outpatient treatment. The Student Health Center facilities will be used for treatment and for coordinating campus response.

E. In the event of an outbreak of communicable disease, the Student Health Center staff and the Orangeburg Health Department will be the primary responders.

Readiness

A. The Student Health Center staff will maintain skills in CPR and first aid.

B. The Student Health Center will inoculate against possible disease outbreaks and will maintain immunization records as mandated by South Carolina Law.

Emergency Response

Upon notification of an emergency, the Student Health Center Director will:

- A. Establish contact with designated campus personnel.
- B. Notify the Orangeburg Regional Medical Center about the nature of the emergency and the expected casualties.
- C. Maintain contact with the Orangeburg Regional Medical Center regarding their availability for receiving patients and plans to use other Orangeburg County facilities.
- D. In the event of an outbreak of communicable disease, the Student Health Center coordinator will contact the Orangeburg Health Department. The South Carolina Department of Health and Environmental Control will be contacted if needed.
- E. The Student Health Center Director will organize nursing staff to receive evacuees and/or those in need of outpatient treatment at the Orangeburg Health Center. This will include preparation for distributing medications and vaccines.
- F. The Student Health Center Director will dispatch nursing staff to locations where they are needed to assist paramedics in administering CPR and/or first aid.

Recovery

- A. The Student Health Center will continue providing out patient nursing care as needed.
- B. The Student Health Center coordinator will ensure that the necessary paperwork is filed with state and federal agencies.
- C. Student Health Center staff will participate with the rest of the campus in evaluating the effectiveness of the emergency response plan.

Responsibilities

- A. When the emergency is primarily medical, the Student Health Center Director will be in charge.
- B. When an emergency causes casualties that require medical response, the Student Health Center Director will report to the campus Chief of Police.

The Orangeburg Department of Public Safety will:

1. Coordinate medical response in the field, including administering CPR, first aid, and triage.
2. Arrange for transport of casualties to the Orangeburg Regional Medical Center or other Orangeburg County facilities.

Clafin University Department of Public Safety, with assistance from the Orangeburg Department of Public Safety personnel, will:

1. Block off potentially dangerous areas.
2. Provide crowd control.
3. Assist in transport of casualties and/or evacuees.

The Orangeburg Regional Medical Center will:

1. Act as the primary response authority and provide emergency medical treatment.
2. Coordinate with local me

Orangeburg County Coroner will:

1. Identify casualties.
2. Make appropriate notification of next-of-kin.
3. Coordinate with local agencies for funeral and burial arrangements.

American Red Cross will:

1. Coordinate with campus personnel to respond to inquiries of families about the status of casualties.
2. Provide other support as requested.

The Student Health Center will:

1. Act as outpatient clinic and treatment center for minor injuries.
2. Ensure inoculation of students and coordinate with the Orangeburg Health Department to provide inoculation of faculty and staff against disease outbreaks.
3. Provide nursing care at campus shelters for evacuees as needed.

4. Provide shelter for evacuees as space allows.

5. Communicate with local and state medical and health agencies as is appropriate for the emergency.

INFORMATION TECHNOLOGY

Purpose

In the event of a disaster or emergency, communications, including access to the University's computer systems, will be critical. The purpose of this section is to describe how the Claflin University Information Technology Department will provide communications support, as well as end user support to the University's management information systems, during an emergency response effort.

Concept of Operations

Voice and data communications support during the immediate response phase of an emergency or disaster are critical to the response and must be maintained. This includes access to the necessary telephone lines and data that is needed for the University to respond to the situation.

Equally critical during an emergency response is access to management information systems such as student information, personnel data, etc. As it is anticipated that both internal and external emergency agencies and workers will require the availability of these systems, Information Services Systems, Database, Programming and Operations functional units will provide the resources necessary for access to this information.

Responsibilities

- A. Assist the Chief of Police to alert the campus of the emergency.
- B. Verify availability of data and assist the Chief of Police with gaining access to needed stored data.
- C. Coordinate with outside communications vendors for additional or modified voice and data communications.
- D. Serve as the coordinator between the Emergency Management Team and Computing and Telecommunications to modify any changes in the communications plans.

RISK MANAGEMENT AND RECOVERY

Purpose

Mitigating the effects of, and recovery from, a natural or human caused disaster, will be of primary importance should a critical event occur on campus. Many critical incidents hold a potential for financial impact to the University in terms of overtime, damage repair, costs associated with relocation, and possible civil litigation. It will be the responsibility of the University controller, aided by Accounting Services, to investigate all emergencies and disasters which strike the campus to determine if claims or other fiscal impacts are anticipated, and to coordinate with the State Division of Risk Management, private insurers and various governmental entities to ensure that funding is available and properly distributed.

Concept of Operation

The Controller will investigate, analyze and evaluate each critical incident that occurs on campus or involves University personnel to determine whether the incident has an actual or potential loss. If there is no actual or potential loss, and no claim is anticipated, then no further investigation is required. If there is actual or potential loss, a claims report will be developed.

Responsibilities

Inform the Risk Management Liaison of the emergency or disaster.

In cooperation with Physical Plant Services, assess damage to buildings and/or equipment.

Prepare for possible claim and settlement adjustment.

Coordinate with state and private sector insurance claims adjusters.

Coordinate with various federal, state and local governmental agencies.

Assess staffing needs, ensuring there is adequate staff available to handle the claims process. Monitor working conditions of staff.

Set up the necessary accounting records and process all claim payments.

Develop methods of communications with other affected departments.

Prepare claims report(s) for presentation to the Chief of Police and/or the Claflin University President.

SPECIAL NEEDS SHELTER

DEFINITION: A Special Medical Needs Shelter is a temporary facility for individuals who have medical impairments that exceed the Red Cross Disaster Health Services' capability for basic first aid in emergency shelters, but have been able to maintain activities of daily living in a home environment prior to the disaster or emergency situation. The shelters are intended to provide a safe environment for those requiring limited medical assistance or surveillance due to a pre-existing health problem. **Patients should have a plan to evacuate to a safer location with a family member or friend if at all possible and if there is adequate time.** This shelter is a last resort for those with special medical needs.

“Special Medical Needs” patients usually require care at home by a Home Health, Private Duty or Infusion Company”

LOCATION: Educational Building at the Regional Medical Center with overflow to Orangeburg-Calhoun Technical College.

Patients who need to come to the Special Needs Shelter must bring the following:

1. A caregiver
2. Medications for at least 7 days
3. Special diet requirements for at least 7 days
4. Wound dressing if needed for 7 days
5. Any other special equipment (i.e., feeding tubes, catheters, etc.)
6. A cot/beach chair with pillow and blankets
7. Take equipment (canes, walkers, wheelchairs and etc.)

POTENTIAL PATIENTS FOR SPECIAL NEEDS SHELTER:

1. Heart problems with no chest pain
2. Oxygen Dependent
3. Paralysis/severely limited mobility/wheelchair bound with medical records.
4. Wound care with frequent dressing changes
5. Feeding tubes with pump
6. IV infusion
7. Unstable Diabetic
8. Asthmatic with breathing machine
9. Mental ill patient who is none violent
10. Tracheotomies with equipment
11. Comatose patient who has been maintained at home
12. Ostomies that unable to manage (Colostomy bags)

COUNTY SITUATION REPORT FOR EOC

COUNTY: _____ **LOCATION** _____
(CITY/TOWN): _____
DATE/TIME: _____ **SOURCE**
INFORMATION _____

1. General
Damage Information _____

2. Casualties :#Dead _____ #Injured _____ #Missing _____

3. Evacuation: (from where and #):

4. Shelters (Location and #):

5. Initial "Needs" Statue:

6. Roads/Bridges (Damages or Weather Conditions):

7. Utilities (Power, gas, communications):

8. Public Facilities Damage:

9. Hazardous Material Problems:

10. Government/Schools Status:

11. Other Damages:

12.

Initial Damages	# Destroyed	#Major	#Minor
Single Family			
Mobile Homes			
Apartments			
Business			

NOTE: This form is designed for **INFORMATION ONLY**. Resources/ assistance should be requested separately.

Received By (If received by telephone):

Name _____ Date _____

TOWN EMERGENCY INFORMATION

Town/Community:

Contact Person:

Phone Number: _____ 24 Hour Number: _____

Page Number: _____ E-mail Address: _____

Fax Number: _____

Alternate Contact: _____

Phone Number: _____ 24 Hour Number: _____

Pager Number: _____ E-mail Address: _____

Fax Number: _____

Special Population/Special Problems: _____

Name of Grocery Stores in your area:

Possible Distribution Site:

RED CROSS-POST IMPACT NEEDS ASSESSMENT CHECKLIST

**Please report within 2 hours of impact:
Fax (803) 536-5973 (If unable to fax, call 534-5735 or page 954-9966)**

City/Town: _____

County: _____

Contact Person: _____

Phone# _____

Pager#: _____

Fax#: _____

E-mail address: _____

1. Immediate needs in your area:

1. Storm surge/ Sustained winds and Rainfall in area:

2. Residential Flooding/location:

3. Tornado activity/location:

4. Extent of Power/ utility outage/ communications disrupted:

4. Major road passable/impassable:

5. Special populations (example: Migrant worker, elderly, etc) affected:

TORNADOES

Tornadoes are a major source of injury to thousands of people every year. In an effort to reduce the hazards of Tornado damage on the Campus of Claflin University follow the guidelines provided.

Tornado season begins in June and ends in November; however, a Tornado Watch or Warning can be issued at any time. A Tornado Watch means that tornadoes and severe thunderstorms are possible. A Tornado Warning means that a Tornado has been sighted and you should take appropriate shelter immediately.

When you receive a warning of a possible Tornado, the following safety precautions should be taken:

- A. Take shelter immediately. **DO NOT GO OUTDOORS;**
- B. Close all windows and doors;
- C. If possible, seek refuge in a basement. This is the safest place to be during a Tornado;
- D. If a basement is not available, seek refuge in a small room with no windows (i.e., closet, bathroom, etc.);
- E. If there are no small rooms available, take cover under heavy furniture in a central room in the structure; and
- F. If no central rooms are available, take refuge in a hallway, away from any doorways or windows. Sit with your back against the wall, with your knees drawn in to your chest.

All of these precautions should remain in effect until your area has been determined safe by a Public Safety Official(s). The Claflin University Department of Public Safety should be informed of all events taking place during the emergency. Any requests for medical aid should also be directed to the Claflin University Department of Public Safety. **DO NOT** attempt to take unnecessary risks.

AMERICAN RED CROSS CONTACT INFORMATION

Contact Person: Cindy Smith, Executive Director
Alternate Contact: Tammy Staley, Administrative
Assistant

Phone: 535-5735/536-5355

Fax: 536-5355

Pager: 954-9966 or 954-9431

Email Address: smith@crossnet.org

545 Louis Street
Orangeburg, South Carolina 29115

EARTHQUAKES

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

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

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

- A.** Check for injuries. **DO NOT** attempt to move seriously injured persons unless they are in immediate danger of further injury. If emergency help is necessary, dial 911.
- B.** Check your utilities; but do not turn them on. Each movement may have cracked water, gas and electrical conduits.
- C.** If the water pipes are damaged shut off the supply if possible and notify the authorities of the situation
- D.** If electrical wiring is shorting out, shut off the current at the fuse box.
- E.** Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.
- F.** Assist the handicapped in exiting the building. **DO NOT PANIC**
- G.** Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.

H. Once outside the building, move to a clear area at least 500 feet away from the affected buildings

Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.

I. If requested, assist emergency personnel as necessary.

J. Stay out of severely damaged buildings. Aftershocks can shake them down.

K. DO NOT heed to or spread rumors. They do great harm following disasters. Stay off the telephone except to report an emergency

L Turn on a battery-operated radio to hear any updates and emergency bulletins

M. DO NOT go sightseeing.

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

UTILITY FAILURE

In the event of a major utility failure during regular business hours (8:00 a.m.- 5p.m.,Monday thru Friday):

- A. Immediately notify the Claflin University Department of Public Safety at Ex 5444 and Physical Plant at Ext 5271.
- B. If there is potential danger to building occupants, or if the utility failure occurs after hours or on weekends or holidays, notify the Claflin University Department of Public Safety at Ext 5444. Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.
- C. Assist the handicapped in exiting the building.
- D. Once outside, move to a clear area at least 500 feet away the affected building. Keep the walkways fire lanes and hydrants clear for emergency personnel.
- E. If requested, assist the emergency crews as necessary.
- F. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post, unless you have official business.
- G. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a member of the Claflin University Department of Public Safety.

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

CHEMICAL OR RADIATION SPILL

In case of a Chemical or Radiation Spill:

A. Immediately report any spillage of a hazardous chemical or radioactive material to the Claflin University Department of Public Safety at EXT 5444.

B. When reporting, be specific about the nature of the material involved and the exact location. The Claflin University Department of Public Safety will contact the necessary specialized authorities and medical personnel.

C. The key person present should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of safety and fire personnel.

D. Anyone who is contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and identify themselves to Public Safety personnel.

E. If an emergency exists, activate the fire alarm.

F. When the fire alarm is sounded, an emergency exist. Walk quickly to the nearest marked exit and alert others to do the same.

G. Assist the handicapped in exiting the building.

H. Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.

I. If requested, help emergency personnel as necessary.

J. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

K. DO NOT return to an evacuated building unless told to do so by a member of the Claflin University Department of Public Safety.

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

ADDITIONAL INFORMATION AND PROCEDURES

Always observe the following should a utility emergency arise:

Computer Equipment:

The staff is asked to turn off as much computer equipment as possible, to prevent damage to equipment when power is restored.

Elevator Failure:

If you are trapped in an elevator, use the Emergency Phone to notify the Claflin University Department of Public Safety at EXT 5444. If the elevator does not have an Emergency Phone, turn on the Emergency Alarm (located on the front panel), which will signal for help.

Plumbing Failure/Flooding:

Cease using all electrical equipment. Notify the Claflin University Department of Public Safety at EXT 5444 and Facilities Management at EXT 5271 or 5273 and if necessary, vacate the area.

Gas Leak:

Cease all operations. DO NOT switch on lights or any electrical equipment. Remember that electrical arcing can trigger an explosion. Notify the Claflin University Department of Public Safety at EXT 5444.

Steam Line Failure:

Immediately notify the Claflin University Department of Public Safety at Extension 5444 and Facilities Management at EXT 5271 and 5273.

Ventilation Problem:

If smoke odors come from the ventilation system, immediately notify the Claflin University Department of Public Safety at EXT 5444 or Facilities Management at EXT 5271 or 5273.

VIOLENT OR CRIMINAL BEHAVIOR

Everyone in the University Community is asked to assist in making the Campus a safe place by being alert to suspicious situations and promptly report them. The reported incident should include the following:

A. In the event of a suspicious situation, all members of the University Community are asked to notify the Claflin University Department of Public Safety at Extension 5444 as soon as possible and report the Incident, including the following:

1. Nature of incident;
2. Location of incident;
3. Description of person (s) involved; and
4. Description of property involved.

B. If you observe a criminal act or whatever you observe a suspicious person on the Campus, immediately notify the Claflin University Department of Public Safety.

C. Assist Public Safety Officers when they arrive by supplying them with all additional information and as others to cooperate.

D. Should gunfire or discharged explosives occur on campus, you should take cover immediately, using all available concealment to protect yourself. If necessary, after the incident, seek emergency first aid from the Claflin University Department of Public Safety.

IF YOU ARE TAKEN HOSTAGE:

A. Be patient. Time is on your side. Avoid drastic actions.

B. The initial forty-five (45) minutes are the most dangerous. Follow instructions; be alert and stay alive. The captor(s) is emotionally imbalanced. Don't make mistakes which could emotionally jeopardize your well being.

C. Do Not speak unless spoken too and only when necessary. Do not talk down to the captor(s) who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with captor(s) at all times if possible but do not stare. Treat the captor(s) like royalty.

D. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.

E. Be observant. You may be released or escaped. The personal safety of other may depend on your memory.

F. Be prepared to answer the police on the phone. Be patient; wait. Attempt to establish rapport with the captor(s). If medications, first aid or restroom privileges are needed by any one, say so. The captor(s), in all probability, do not want to harm person held by them. Such direct actions further implicate the captor(s) in additional offenses.

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations, such as marches, meetings, picketing and rallies, will be peaceful and non-obstructive. However, if any of the following conditions exists, the Claflin University Department of Public Safety should be notified immediately:

- A. INTERFERENCE** with the normal operations of the University.
- B. PREVENTION** of access to office, building or other University facilities.
- C. THREAT** of physical harm to persons or damage to University facilities.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself /herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations and/or uncontrollable behavior.

If a psychological crisis occurs:

A. Never try to manage a dangerous situation by your self

B. Notify the Claflin University Department of Public Safety of the situation at EXT 5444. Clearly state your need for immediate assistance; give your name, your location and the area involved.

C. In extreme emergencies, dial 911, call the Claflin University Department of Public Safety at EXT 5444.

MEDICAL AND FIRST AID

If a serious injury or illness occurs on the Campus, immediately dial 911 and the Claflin University Department of Public Safety at EXT 5444; give your names and describe the nature and the severity of the medical problem and the Campus location of the victim.

In case of minor injury or illness, trained personnel should provide First Aid care. Only trained personnel should provide First Aid treatment (i.e., First Aid and CPR). Use only sterile First Aid materials.

In case of serious injury or illness quickly follow these steps:

- A. Keep the victim still and comfortable. **DO NOT** move the victim.
- B. Ask the victim, “Are you okay?” and “What is wrong?”
- C. Check breathing and give artificial resuscitation if necessary.
- D. Control serious bleeding by direct pressure to the wound.
- E. Continue to assist the victim until help arrives.
- F. Look for Emergency Medical I.D. Question the witness and give all information to the Paramedics.

Every Claflin University Department of Public Safety Officer should be trained in First Aid and CPR.

TWENTY-FOUR (24) HOUR ALERT

***Upon the issuance of a twenty-four (24) hour alert, all Claflin University Department of Public Safety Personnel will remain at a location where they may be reached by telephone or in person.**

CURFEW

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

Curfews may be imposed under the following circumstances:

- A. Severe weather conditions such as Hurricanes, Tornadoes, Flooding, Earthquakes etc.
- B. Power outage in the City of Orangeburg.
- C. Riot/ uncontrollable crowds.

DEATHS

If death occurs (Natural or unnatural) on campus, immediately notify the Claflin University Department of Public Safety at EXT 5444.

A. The Public Safety Officer on duty will immediately secure the area in which the death has taken place and await the arrival of the Coroner.

B. After the area is secured, no one will be allowed into the affected area until clearance is given by the Department or the Coroner.

C. The Director of Public Safety will be notified immediately and receive a thorough briefing on the situation.

D. The Director of Public Safety will act as the liaison to the outside agencies involved in the investigation of the death.

E. The Director of Pubic Safety will consult with the President and his/her Central Administrative Staff concerning all circumstances and information involved in the investigation of the death.

F. If necessary, a Command Post will be established to manage the situation, including release of information to the Orangeburg Community and the media; and potential emotional impact on students, faculty and staff. The release of information to the media will be the responsibility of the Assistant Vice President for Communications and Marketing, who is the official spokesperson for the University.

