



COASTAL CAROLINA
UNIVERSITY

Emergency Management Team

EMERGENCY RESPONSE MANUAL

PREFACE

Revised June 2011

This Emergency Manual provides guidelines for Coastal Carolina University (CCU) officials to prepare for and respond to a crisis situation, including: 1) the rapid identification of potentially harmful situations; 2) the methods for responding to those situations quickly and effectively; and 3) the protocol for communicating with the CCU community in a timely fashion. The goal of these guidelines is to minimize risk to students, faculty, staff and visitors and protect University property in the event of an emergency or disaster.

For the purposes of this Emergency Manual, a crisis is a major occurrence with a potentially negative outcome affecting the university as well as its publics, services or reputation. A crisis may cause life-threatening injuries or property damage and could place the institution in an emergency situation. Emergency circumstances can be as common as inclement weather or as unusual as fire, assault or even death. Controversial events may include police investigations, protests or other situations that demand a coordinated and public response.

This Emergency Manual includes the **Emergency Response Plan**, which contains detailed information regarding protection of life and property, as well as the **Emergency Communication Plan**, which outlines how emergencies are communicated to the CCU community and other relevant groups. The **Hurricane Plan** provides guidance and specific duties for faculty, staff and students in the event of a hurricane emergency.

All requests for procedural changes, suggestions or recommendations should be submitted in writing to the chair of the Emergency Management Team. Changes recommended by the chair of the Emergency Management Team will be forwarded to the president and the executive committee for evaluation and possible adoption.

COASTAL CAROLINA UNIVERSITY

EMERGENCY RESPONSE MANUAL

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COASTAL CAROLINA UNIVERSITY
SECTION I EMERGENCY RESPONSE PLAN

A. Introduction

The basic emergency procedures outlined in this plan are designed to protect people and property through the effective use of University and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the president or his designated representative may declare a state of emergency, and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types or magnitudes.

1. Purpose

The Emergency Response Plan provides a set of guidelines for University administrators in order to plan for and respond to campus emergencies. While no guide could cover every conceivable situation, this document does supply the basic administrative guidelines necessary to cope with most campus emergencies.

2. Scope

These procedures apply to all personnel, buildings and grounds owned and operated by Coastal Carolina University.

3. Types of Emergencies

Types of emergencies covered in this manual are: civil disturbance or demonstration; explosion; aircraft down on campus; earthquake; medical emergency; hazardous material spill/cloud; bomb threat; terrorist or criminal act; hostage situation; fire; utility failure; psychological crisis; tornado; intruder. In addition, the Hurricane Operations Plan is attached.

4. Definitions of Emergencies

The University president or his designated representative serves as the overall emergency director during any major emergency or disaster. During any emergency, the Public Safety Department initiates the appropriate procedures necessary to meet the emergency, safeguard people and property, and maintain educational facilities.

The following definitions are provided as guidelines to assist campus administrators in determining an appropriate response:

Level One Emergency: Any incident, potential or actual, that will not seriously affect the overall functional capacity of the University. These minor incidents occur in localized areas or campus buildings. They affect a small segment of the University community and can be quickly contained or resolved with existing University resources. Examples include: localized fires, minor chemical spills, plumbing failure in buildings, etc.

Level Two Emergency: Any incident, potential or actual, that affects an entire building or buildings, and which will disrupt the overall operations of the University. These major incidents affect sizable segments of the University community or disrupt major portions of the University property. Examples include: major structural damage, severe flooding, major chemical spills, extensive utility outages, major fires, etc.

Level Three Emergency: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. These incidents affect the entire campus and potentially the surrounding community. In some cases, massive personal casualties and severe property damage may occur. Outside emergency resources will be essential. Examples include but are not limited to: hurricanes with major damage to the University (See Appendix Q, Hurricane Operations Plan); widespread chemical spills; intruder situation; hostage situation; major fire, etc.

5. Assumptions

The Emergency Response Plan is based on several assumptions about the problems likely to be encountered on campus during a major emergency or disaster:

- 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 sequence of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and check list, and require field modification in order to meet the requirements of the emergency; and
- c. disasters may affect residents in the vicinity of the University. Therefore, city, county and federal emergency services may not be available. Off-campus emergency services may be delayed up to 48 - 72 hours or longer.

B. Declarations of Emergencies/Emergency Communication

The authority to declare a campus state of emergency rests with the University president or his designated representative as follows:

In a **Level One Emergency**, the administrator of the affected area or facility will coordinate an appropriate response with the assistance of Public Safety. The chief of Public Safety shall notify the director of News and Public Affairs, who may activate all or a portion of the Emergency Communication Plan. The Department of Public Safety will alert and notify the affected building manager(s) and deans/vice presidents.

In a potential **Level Two** or **Level Three Emergency**, the chief of Public Safety will immediately notify the president, who will determine the need for a declaration of a state of emergency. The president will contact the director of News and Public Affairs, who will initiate the Emergency Communication Plan. The Emergency Management Team (EMT) will be activated as these situations require a coordinated response beyond normal operating procedures.

A **Level Three Emergency** may be declared if information indicates that such a condition is developing or is probable.

When a **Level Two** or **Level Three Emergency** has been declared, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot provide proper identification (registration or employee identification card, or other ID) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with South Carolina's trespass law.

In addition, only those faculty and staff members who have been assigned specific duties or issued an emergency pass by Public Safety will be allowed to enter the immediate disaster site.

C. Emergency Management Team (EMT)

The Coastal Carolina University Emergency Management Team (EMT) is authorized to implement a swift, unified and comprehensive response to a serious incident; handle public and internal communication related to the event; and investigate and evaluate serious incidents for the purpose of preventing or minimizing the impact of a future incident.

Crisis communication about situations that are controversial or sensitive in nature but are not crises or emergencies (lawsuits, arrests, regulatory, negative news coverage, issues not affecting the majority of the campus community, etc.) will be handled by the appropriate administrative officer(s) and the director of News and Public Affairs.

1. Scope of Emergency Management Team (EMT)

The EMT will be convened to prepare for or respond to such events as:

- a. any death on campus or at a University-sanctioned, sponsored event or in/around a CCU facility;
- b. any death of a student or employee traveling to, from, or on behalf of CCU;
- c. any near fatal accident or incident including, in some cases, attempted suicide;
- d. serious damage to University property;
- e. any threat to the health, safety or welfare of the University community;
- f. other unusual incidents that demand special attention such as serious injury to a visitor or extraordinary damage to community property; (ex: transportation emergencies, riots, faculty/student threats, arson, etc.)
- g. other incidents that, in the judgment of the president or other cabinet officers, require or would benefit from input or coordination from the EMT.

2. Membership

The EMT will report to the president through the chair of the Emergency Management Team. The members are as follows (with designees listed in parentheses):

Primary Team Members

- a. President
(Executive Vice President)
- b. Chair of the Emergency Management Team
- c. Executive Vice President
(Associate Vice President for University Relations)
- d. Provost
(Associate Provost for Academic Administration)
- e. Executive Director, Human Resources & Organizational Development
(Director of Compensation and Operations)

- f. Vice President for Finance & Administration
(Controller)
- g. Vice President of Student Affairs and Dean of Students
(Director of Student Conduct)
- h. Chief of Public Safety (Deputy Chief of Public Safety)
- i. Director of News and Public Affairs
(Associate Vice President for Marketing)
- j. Director of Facilities Planning and Management
(Director, University Projects and Planning)

Secondary Team Members

- k. University Counsel
- l. Executive Director, Information Technology Services
- m. Director of Counseling Services
- n. Director of Housing and Residence Life
- o. Athletic Director
- p. Director of Multicultural Student Services
- q. Director of Student Activities and Leadership
- r. Director of Student Health Services
- s. Director of International Programs
- t. Fire Marshal
- u. Director of Environmental Health and Safety
- v. Coordinator of Risk Management
- w. Horry-Georgetown Technical College Representative
- x. Others as appropriate and determined by the President and/or
Chair of the Emergency Management Team

D. Stages of a Crisis

1. Prevention and Preparation Phase

Activities in this phase are designed to develop an effective University response and to organize all levels of administration to assure full utilization of all resources by completing the following: conducting public training, drills and education programs to insure a continuing capability to accomplish disaster response

objectives; preparing and conducting public information programs on disasters to educate the campus population on prevention and protection measures to be taken during a disaster; posting emergency evacuation procedures in each campus facility; establishing mutual support agreements, as necessary with other local adjacent governments; and preparing plans for disaster recovery phases.

2. Impending Disaster Phase

During this phase, the operational activities of Coastal Carolina 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. In the event of a disaster with little or no warning, operational activities will be directed toward protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage, assessing damage and estimating requirements for restoring and recovering from the results of a disaster.

3. Disaster Phase

The declaration of a **Level Two** or **Level Three Emergency** automatically triggers the implementation of the Emergency Response Plan as well as the establishment of the Emergency Operations Center; the chair of the Emergency Management Team convenes the EMT. (A **Level One Emergency** may also necessitate a meeting of the EMT.)

At the EMT meeting, members will:

- a. Receive a situation and damage report to include type of disaster; date and time of disaster; status of mobilization of University resources; initial casualty, damage assessment; immediate support needed from off campus agencies to bring incident under control; and resources necessary to return the facilities to normal operations.
- b. Identify all affected parties and assign specific people to follow up with each of those parties where the incident involves alleged victims, ensure that all services possible are made available to the victims while protecting their privacy. Where the incident involves alleged perpetrators/violators, ensure that the vice president of Student Affairs and dean of Students provide appropriate follow up with student violators.
- c. Activate the Emergency Communication Plan (director of News and Public Affairs). Agree on the information to be conveyed to the campus and/or public.

4. Post Emergency Phase

During this phase, the EMT will undertake operations necessary to administer to the sick and injured, restore law and order, stop on-going loss, repair damage to facilities and utilities, establish housing for displaced students, and provide replacement facilities for damaged class and laboratory facilities. The president, or his designee, will be responsible for determining priorities, allocating resources to high-priority objectives, assisting the affected population toward recovery, and restoring normal University functions.

In addition, the EMT will:

- a. Reconvene, generally within 10 days after the crisis occurs, to facilitate a crisis debriefing session. The purpose of this meeting is to review the specific emergency response procedure, discuss the effectiveness of the Emergency Communication Plan, evaluate the responses to the crisis from various departments and agencies, and make recommendations for improvements.
- b. Develop a narrative summary report to be placed on file. The report will include the facts of the incident, a timetable of the event and actions taken, and other pertinent information. Also included will be a written summary from each area noting the combined efforts of all involved agencies and departments; deficiencies observed; and recommended actions that should be taken to improve effectiveness.

E. Emergency Operations Center

When a major emergency occurs or is imminent, it shall be the responsibility of the chief of Public Safety to set up and staff an appropriate Emergency Operations Center as directed by the president and/or chair of the Emergency Management Team.

1. Field Emergency Operations Center

If the emergency involves only one building or a small part of campus, appropriate measures will be taken to provide for safety of individuals and assure that University property is accounted for.

Field Emergency Operations Center Equipment includes:

- a. Barrier tape
- b. Portable hand radio
- c. First aid kit

- d. Campus telephone directory and local telephone directory to include Yellow Pages.

2. **General Emergency Operations Center**

If the emergency involves a large part of the campus, the Emergency Operations Center will be set up in the Public Safety Conference Room in Atheneum Hall. If this site is unavailable, the chief of Public Safety will select an alternate location. This Emergency Operations Center will be staffed and equipped as necessary to provide for the safety of individuals and ensure that University property is accounted for.

F. **General Roles and Responsibilities of CCU Administration, Faculty and Staff**

1. **President** - The president is responsible for declaring a “Level Two or Three Emergency.” All emergency operations shall be directed by the president in conjunction with the chair of the Emergency Management Team, who leads the Emergency Management Team (EMT).
2. **Chair Emergency Management Team** – Convenes and leads the EMT and serves as the director of Emergency Operations (DEO).
3. **Executive Vice President** – Assumes responsibilities for declaring a “Level Two or Three Emergency” if the president is unavailable. All emergency operations shall be directed in conjunction with the chair of the Emergency Management Team who leads the Emergency Management Team (EMT).
4. **Provost** – Provides information to the EMT as to the impact of the disaster on the academic mission of the institution; provides direction and coordination of all faculty matters and instructional facilities during an emergency, including recommendations concerning cancelling or resuming classes; communicates with deans, department heads and faculty; locates and operates temporary academic facilities to replace those lost in a disaster for an extended period of time.
5. **Chief of Public Safety** – Assumes responsibility for the operational management of the emergency; determines the type and magnitude of the emergency and establishes the appropriate Emergency Operations Center; initiates immediate contact with the president and University administration and begins assessment of the University’s condition; notifies and utilizes Public Safety, University staff personnel, University administration and, if necessary, student aides in order to maintain safety and order; advises the EMT of the nature of the emergency; notifies and conducts liaison activities with appropriate outside organizations such

as Fire, Police and Emergency Medical Services, etc; ensures that appropriate notification is made to off-campus staff when necessary; performs other related duties as may be required by the nature of the campus emergency.

6. **Director of Student Health Services** – Coordinates limited-care facilities for treatment of minor injuries upon request, providing field support for the Department of Public Safety and emergency treatment of the sick and injured.
7. **Director of Counseling Services** – Coordinates counseling support to students, faculty, staff and families in the event of a crisis; coordinates post-emergency support programs as needed.
8. **Director of News and Public Affairs** - Activates the Emergency Communication Plan; prepares all statements to the university community and to the media concerning the emergency; coordinates all media access.
9. **Director of Facilities Management** - Conducts damage assessments as requested; provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection; obtains the assistance of utility companies as required for emergency operations; furnishes emergency power and lighting as required; surveys habitable space and relocates essential services and functions; provides oversight for emergency regenerator fuel during actual emergency or disaster periods; provides for storage of vital records at an alternate site; communicates with building managers to provide information and offer necessary support.
10. **Executive Director Information Technology Services**– Maintains central data and computing infrastructure, assessing the operational status of computing services, directing restoration of central computing and networking infrastructure, and, as needed, establishing alternate means of computing services to support the priorities of the EMT; secures phone and internet service (if available) at Emergency Operations Center; assists the director of News and Public Affairs with the dissemination of information to campus and non-campus constituents.
11. **Vice President of Student Affairs and Dean of Students** – Provides parent notifications as needed; communicates with faculty about situations, involving students as needed.
12. **Director of Housing and Residence Life** – Provides temporary relocation facilities for displaced residents and maintains records on the location of students who have been displaced; maintains list of residence life staff members staying on campus and provides listing to the chief of Public Safety; provides bedding materials for University personnel required to remain on campus during the

emergency; provides staff to assist at alternate location in the event of a campus-wide evacuation.

13. **Food Service Director** – Provides food and eating facilities as needed for emergency workers; continues normal food services (as possible) to student population.
14. **Vice President for Finance & Administration**– Provides continuity of business services to internal and external customers during disaster and post-disaster phases, using an alternate plan as necessary; provides emergency requisitioning, procuring and issuing of specialized equipment and supplies as needed.
15. **Executive Director, Human Resources & Organizational Development** – Assists department heads with the notification of families of injured faculty and staff; provides faculty and staff data in the event of a crisis.
16. **Building Managers** – Works with appropriate vice presidents/deans/department heads to educate employees concerning specific emergency procedures; informs all students, staff and faculty to conform to building evacuation guidelines during any emergency and report to a designated campus assembly area outside the building so that a head count may be taken.
17. **Vice Presidents, Deans, Department Heads; other Faculty and Staff Supervisors** – Educates employees concerning specific emergency procedures; maintains a roster of all personnel including campus, cellular and home phone numbers as well as email addresses for purposes of communication.
18. **CCU Faculty, Staff and Students** – Familiarizes oneself with the emergency operations procedures; regularly updates contact information so that supervisors and other CCU officials may provide notification in the event of an emergency.

SECTION II **EMERGENCY COMMUNICATION PLAN**

A. **Introduction**

It is the policy of Coastal Carolina University to communicate with its publics with openness, clarity and in a timely fashion. As a university that receives public funds from the state of South Carolina, Coastal Carolina University is subject to the South Carolina Freedom of Information Act. At the same time, the privacy of students is protected per the Family Educational Rights and Privacy Act (FERPA). It is the belief of the administration that open communications enhance Coastal Carolina University's image and help relate the university's mission more effectively to students and prospective students, alumni, parents, faculty and staff, potential donors and the general public.

The communications policy of the university during an emergency situation is based on the following guidelines:

- To establish positive stakeholder relations and public image prior to the crisis
- To coordinate and assess the crisis response
- To maintain consistency of message with a credible designated spokesperson, usually the president
- To communicate accurately and openly about the crisis
- To communicate quickly to maintain a proactive response to the crisis
- To maintain flexibility consistent with the relative levels of uncertainty and ambiguity
- To closely monitor reactions in the media and from various stakeholder groups

B. **Procedures**

1. Determine the personnel who are relevant to the situation. This group may or may not include the full Emergency Management Team (EMT) and others who bring relevant or specific expertise to the group.

In addition to university officials, others may be included in communication related to the specific emergency including but not limited to:

- Federal, state, local officials, including legislators if necessary
- First responders
- Law enforcement, (municipal, county, sheriff, highway patrol)
- Military (state and/or federal)
- Private sector business and commerce
- Media

- Healthcare agencies
 - Horry Georgetown Technical College; public and private schools in Horry County
2. Based on a thorough discussion, determine the primary issues of the situation.

In consultation with the Emergency Management Team, draft a factsheet and/or University statement containing the relevant facts of the situation. Anticipate information that will become available in the next 24-48 hours and discuss possible scenarios for the evolution of the situation and possible resolutions.

3. Compile a list of key publics/stakeholders and prioritize according to the relevancy to current situation; develop message/statements for each public, including but not limited to the following:
- Students
 - Parents
 - Prospective students
 - Faculty/Staff
 - Retired Faculty/Staff
 - Members of the Board of Trustees
 - Vendors
 - Government officials
 - Elected officials
 - Area residents
 - Financial partners
 - Regulatory bodies
 - Industry analysts
 - Media
4. Identify best channels to reach each public. Establish feedback mechanisms from these publics. Establish media and constituencies call log systems.

The following methods will be used to notify the CCU community of 1) inclement weather requiring a change in the college schedule/closing of the campus and 2) any incident posing an imminent threat to the health and safety of the university community.

For CCU Students, Faculty and Staff

1. CCU Alert (text messaging) for subscribers (*Generally originates from Public Safety or University Communication – brief message*)*
2. Mass e-mail to CCU email accounts from “CCUAlert” (*Generally originates from University Communication*)
3. University website: www.coastal.edu and/or www.coastal.edu/emergency (*Generally originates from University Communication*)

4. University marquee on Highway 501, Conway (*Generally originates from University Communication*)
5. Media notification (*Originates from University Communication*)

For CCU Students only

1. Door-to-door notification by Residence Assistance for students living in campus residence halls
2. Student hotline: (843) 349-2079 (*Message written and recorded by University Communication*)

For CCU Faculty/Staff only

1. Voice Mail message via AVAYA messaging system on campus telephones (*Message written and recorded by University Communication*)
2. Faculty/Staff hotline: (843) 349-2602 (*Message written and recorded by University Communication*)

For Parents of CCU Students

1. CCU Alert (text messaging) for subscribers (*Note: Students must enter the mobile phone number and/or email of the parent/guardian to their CCU Alert account.*)
2. University website: www.coastal.edu and/or www.coastal.edu/emergency
3. University marquee on Highway 501, Conway
4. Media notification

5. Identification of Spokesperson(s)

In most cases, the University spokesperson will be the president or his designee. The spokesperson must demonstrate knowledge and show control of the situation, genuine concern and calmness. The spokesperson should be available throughout the crisis (response and recovery phases). A back-up spokesperson should be named. Technical experts or advisors should be identified early (such as physicians, scientists, forensic pathologists).

6. Guidelines for establishment of a Media Center

A determination should be made as to whether the situation warrants the establishment of a media center. A media center should be distanced from a Command Center and must be easily accessible for television trucks and equipment. A media center may be established at the scene of the crisis or in a designated university space. Appropriate considerations for technical specifications, including telephone and computer/internet access, must be considered. Staffing considerations (such as for a telephone bank) must be established.

Checklist for Media center:

- Facilities, including restrooms
 - Portable structure (*for “on location”*)
 - Storage of equipment and supplies
 - Furniture
 - Power sources
 - Office supplies
 - Computers/printers
 - Portable files
 - Database access
 - Forms/logs
 - Lectern/sound equipment (*mult. box*)
 - Confirm press credentials
 - ID for university personnel
 - Portable radio and TV
 - Cellular and/or satellite telephones
 - Food supplies/food service
7. Establish communication update schedule for internal and external publics, especially media. For example, tell the media you will give hourly updates at a given location and make sure it happens.
 8. Establish collateral materials that may be helpful for media gathering a story or anyone else seeking background information about the University.
 9. After the crisis, debrief, evaluate and adjust plan accordingly.

Appendix A

REPORTING EMERGENCIES

Step 1: *To report a Campus Emergency, contact: CCU Public Safety - ext. 2911 from on campus or (843)-349-2911 from an off-campus line or cell phone; or look for and use a Campus Emergency Call Box. In an emergency in which Public Safety cannot be reached, call 9-911.*

Step 2: When calling, stay calm and carefully explain the problem and location. Do not hang up until told to do so. Keep calm. Keep others calm.

Emergency Call Box Locations

Band Building	Located on left side of building at parking lot.
Baseball (Vrooman) Field	Located adjacent to the Baseball stadium.
Brooks Stadium	Located inside south-east elevator.
Brooks Stadium	Located inside north-east elevator.
Atlantic Science Center	Located in Wetlands parking lot.
Atlantic Science Center	Located at sidewalk near student main Entrance.
Hicks Dining Hall	Located at crosswalk in front of The Hicks Dining Hall.
Cypress Residence Hall	Located in the front of Cypress Dorm on grass.
Thomas W. & Robin W. Edwards College of Humanities and Fine Arts	Located inside at room 122 Ceramic Studio.
Thomas W. & Robin W. Edwards College of Humanities and Fine Arts	Located inside at room 140 Sculpture Studio.
Thomas W. & Robin W. Edwards College of Humanities and Fine Arts	Located inside elevator.
Football Offices	Located inside main entrance.
Foundation Building	Located south parking lot.
Foundation Building	Located north parking lot.
Spadoni College of Education/ Kearns Hall	Located in the parking lot behind Kearns Hall.
Spadoni College of Education/ Kearns Hall	Located inside first floor hallway.
Kimbel Library	Located behind the library.
Kingston Hall	Located inside at the main entrance hallway.
Williams-Brice Recreation Center	Located at the corner of University Boulevard and Chanticleer Drive West.
Eldred E. Prince Building	Located inside elevator.
Eldred E. Prince Building	Located inside first floor, beside the elevator.
Eaglin Residence Hall	Located inside elevator.

Cathcart Smith Science Bridge	Located at Wall building parking lot, east side at Science bridge access.
Cathcart Smith Science Center	Located at north end of building near air handling units.
Cathcart Smith Science Center	Located inside first floor, rear entrance.
Edward M. Singleton Building	Located at corner of Independence Drive and Canterbury Drive.
Lib Jackson Student Center/CINO	Located behind the Student Center near outside dining.
The Gardens Residence Hall	Located adjacent to Azalea Dorm parking lot.
Track and Field Facility	Located adjacent to the track at Chanticleer West.
University Hall	Located in parking lot to the left of the main entrance.
University Hall	Located inside the elevator.
University Place Apts.	Located between buildings 950 and 960.
University Place Apts.	Located between buildings 960 and 970.
University Place Apts.	Located in front of building 985.
University Place Apts.	Located between buildings 980 and 990.
University Place Apts.	Located between buildings 995 and 1005.
University Place Apts.	Located between buildings 1000 and 1015.
University Place Apts.	Located between buildings 1010 and 1035.
University Place Apts.	Located between buildings 1020 and 1045.
University Place Apts.	Located next to building 1065.
University Place Apts.	Located next to building 1040.
University Place Apts.	Located next to maintenance shed near the basketball court.
Ingle Residence Hall	Located in Ingle parking lot behind Elm Dorm.
Ingle Residence Hall	Located inside the elevator.
E. Craig Wall Sr. College of Business Administration Bridge	Located on Prince Lawn at the Wall Building Bridge.
E. Craig Wall Sr. College of Business Administration Building	Located inside the elevator.
Atlantic Center/ Burroughs & Chapin Center for Marine and Wetland Studies	Located at the bus stop between the Wetlands and WPDE building.

HOW WILL I BE NOTIFIED IN THE EVENT OF AN EMERGENCY?

The following methods will be used to notify the CCU community of 1) inclement weather requiring a change in the college schedule/closing of the campus and 2) any incident posing an imminent threat to the health and safety of the university community.

For CCU Students

- CCU Alert (text messaging) for subscribers
- Mass e-mail to CCU email accounts from “CCUAlert”
- University website: www.coastal.edu and/or www.coastal.edu/emergency
- Student hotline: 843-349-2079
- Door to door notification for students living in campus residence halls
- University marquee on U.S. 501, Conway, SC
- Media notification
- Digital message board

For CCU Faculty/Staff

- CCU Alert (text messaging) for subscribers
- Mass e-mail to CCU email accounts from “CCUAlert”
- University website: www.coastal.edu and/or www.coastal.edu/emergency
- Faculty/staff hotline: 843-349-2602
- Voice Mail message via AVAYA messaging system on campus telephones
- University marquee on U.S. 501, Conway, SC
- Media notification
- Digital message board

For Parents of CCU Students

- CCU Alert (text messaging) for subscribers (*Note – students must enter the mobile phone number and/or email of the parent/guardian to their CCU Alert account.*)
- University website: www.coastal.edu and/or www.coastal.edu/emergency
- University marquee on U.S. 501, Conway, SC
- Media notification

Appendix C

ACTIVE SHOOTER/HOSTILE INTRUDER

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

In the event that an active shooter in a *campus building* is actively causing harm or threatening imminent deadly harm to people, you must immediately seek cover and call Public Safety. Give as many details as possible - your name, location, number of assailants and other pertinent information.

1. Do not sound the fire alarm to evacuate the building. Individuals may be placed in harm's way when they are attempting to evacuate the building.
2. Be aware of all exits and if possible to do so safely, flee to a safe area.
3. If evacuation is not safe, persons should lock themselves in classrooms, residence hall rooms and offices as a means of protection. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under desk, (spread out, do not huddle in a group) turn off lights, "MUTE" cell phones and remain silent. Develop a plan of how to respond if the shooter enters your area.
4. Persons should stay low, away from windows and barricade or lock their door(s) and use furniture or desks as cover.
5. If possible, close blinds of any windows or openings that have a direct line of sight into the hallway.
6. When you encounter Public Safety (Police), keep your hands empty and in plain view at all times. If you are evacuating, carry nothing that could be mistaken as a weapon.

When an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people on *campus grounds*, you must immediately seek cover and call Public Safety. Give as many details as possible - your name, location, number of assailants and other pertinent information.

1. Run away from the threat if you can, as fast as you can.

Appendix C (continued)

2. Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover.
3. If you get away from the immediate area of danger, report the incident to Public Safety and warn others.
4. If you decide to hide, take into consideration the area in which you are hiding. Will you be found? Can you lock yourself in as a means of protection?
5. If the person is causing death or serious injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. If hiding or playing dead, do not give away your position or stand up until told to do so by Public Safety (police).

If an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people ***outside of your building***, you must immediately seek cover and call Public Safety. Give as many details as possible - your name, location, number of assailants and other pertinent information.

1. Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
2. If you can do so safely, get all occupants on the floor and out of the line of fire.
3. If you can do so safely, move to the core area of the building and remain there until police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

When an active shooter ***enters your office or classroom***:

1. If possible, call Public Safety and talk with a police dispatcher. If you can't speak, leave the phone line open so the police can hear what is going on.
2. Use common sense. If you are hiding and unable to flee, attempts to negotiate with the suspect may be successful. Playing dead may also be a good choice.
3. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Only you can decide if this is something you should do. Remember there may be more than one shooter.
4. If the shooter exits your area, and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding officers who may mistake you as the shooter.
5. While escaping, as soon as you see an officer, put your hands over your head and immediately comply with the officer's instructions.

What else can you do?

Prepare a plan of action for an active shooter in advance. Determine possible escape routes and know where the nearest building exits are.

Appendix D

BOMB THREAT

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

Step 1 a. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT.** Clear the area and immediately call Public Safety. Do not hang up until told to do so.

Step 1 b. Any person receiving a phone call concerning a bomb threat should ask the following questions while using the Bomb Threat Report Form:

- a. When is the bomb going to explode?
- b. Where is the bomb located?
- c. What kind of bomb is it?
- d. What does it look like?
- e. Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- a. Time of the call.
- b. Age and sex of the caller.
- c. Speech pattern, accent, possible nationality, etc.
- d. Emotional state of the caller.
- e. Background Noise.

Immediately notify Public Safety. Report the incident and do not hang up until told to do so.

Appendix D (continued)

- Step 2: University staff will conduct a search under the supervision of Public Safety. Employees are requested to make a cursory search of their area for suspicious objects and report the location to Public Safety. **DO NOT TOUCH THE OBJECT.** Do not open drawers, cabinets or turn lights on or off.
- Step 3: When told to leave by University officials, walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the disabled in exiting the building.
- Step 4: Once outside, move to a safe location away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Step 5: Do not return to an evacuated building unless told to do so by a University safety official.

BOMB THREAT REPORT FORM

Time call received _____ Male _____ Female _____

Exact words of person placing call:

Young ___ Middle Age ___ Old ___
Tone of voice _____
Accent _____
Background noise _____
Is the voice familiar? _____
If so, who did it sound like? _____

Questions to ask:

- 1. When is bomb going to explode? _____

- 2. Where is the bomb right now? _____

- 3. What kind of bomb is it? _____

- 4. What does it look like? _____

- 5. Why did you place the bomb? _____

Remarks: _____

Person monitoring/receiving the call:

Department: _____

Telephone No. _____

Home Address: _____

Home Telephone No. _____

Date: _____

CAMPUS DISTURBANCE OR DEMONSTRATION

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

Most campus demonstration such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

1. Interference with the normal operations of the University.
2. Prevention of access to office, building or other University facilities.
3. Threat of physical harm to persons or damage to University facilities.

If any of these conditions exist, Public Safety should be notified and will be responsible for contacting and informing the president, vice presidents, and vice president of student affairs and dean of students. (If the demonstration is led by nonstudents, Public Safety should consult the president regarding options for action.) Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

1. Peaceful, NonObstructive Demonstration

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.

If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- a. Arrangements will be made by the chief of Public Safety to monitor the situation during nonbusiness hours, or
- b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

Appendix E (continued)

2. Nonviolent, Disruptive Demonstrations

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

- a. Demonstrators will be asked to terminate the disruptive activity by the vice president of student affairs and dean of students, chief of Public Safety or other designated persons.
- b. The vice president of student affairs and dean of students will consider and may request having a photographer be available.
- c. Key University personnel and student leaders may be asked by the vice president of student affairs and dean of students to join him or her at the area and persuade the demonstrators to desist.
- d. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified activity within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by Law Enforcement. Except in extreme emergencies, the president will be consulted before such disciplinary actions are taken.
- e. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- f. The vice president of student affairs and dean of students may consult with the president and chief of Public Safety and determine the need for an injunction and intervention by law enforcement.
- g. If determination is made to seek the intervention of law enforcement, the demonstrators should be so informed.

3. Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the president and the vice president of student affairs and dean of students will be notified:

Appendix E (continued)

During Business Hours

- a. Public Safety will contact the vice president of student affairs and dean of students.
- b. The vice president of student affairs and dean of students will consider and may request having a photographer be available.
- c. The vice president of student affairs and dean of students may consult with the president and chief of Public Safety and determine the need for an injunction and intervention by law enforcement.
- a. Public Safety will provide an officer with a radio for telephone communication between the University and sheriff's department as needed.

After Business Hours

- a. Public Safety should be immediately notified of the disturbance.
- b. The chief of Public Safety will investigate the disruption and notify the vice president of student affairs and dean of students.
- c. The vice president of student affairs and dean of students will:
 - 1) Report the circumstances to the president.
 - 2) Notify key administrators and, if appropriate, the administrator responsible for the building or area.
 - 3) Notify the vice president for University Communication.
 - 4) Arrange for a photographer.
 - 5) If necessary, call for law enforcement assistance.

Appendix E (continued)

During Business Hours

- a. Public Safety will contact the vice president of student affairs and dean of students.
- b. The vice president of student affairs and dean of students will consider and may request having a photographer be available.
- c. The vice president of student affairs and dean of students may consult with the president and chief of Public Safety and determine the need for an injunction and intervention by law enforcement.
- d. Public Safety will provide an officer with a radio for telephone communication between the University and sheriff's department as needed.

After Business Hours

- a. Public Safety should be immediately notified of the disturbance.
- b. The chief of public safety will investigate the disruption and notify the vice president of student affairs and dean of students.
- c. The vice president of student affairs and dean of students will:
 - 1) Report the circumstances to the president.
 - 2) Notify key administrators, and if appropriate, the administrator responsible for the building area.
 - 3) Notify the director of news and public affairs.
 - 4) Arrange for a photographer.
 - 5) If necessary, call for law enforcement assistance.

EARTHQUAKE

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

During an earthquake, remain calm and quickly follow the steps outlined below.

- Step 1: If indoors, seek refuge in a doorway or under a desk or a table. Stay away from glass windows, shelves and heavy equipment.
- Step 2: If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines and trees as they can be energized. Know your area assembly location and go to that place immediately.
- Step 3: If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- Step 4: After the initial shock, assess the situation and if emergency help is necessary, report the emergency by telephone. Do not hang up until told to do so. Protect yourself at all times and be prepared for aftershocks.
- Step 5: Damaged facilities should be reported to Public Safety and Facilities Management. Note: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- Step 6: When the building evacuation (Fire) alarm is sounded, or when told to leave by University officials, walk quickly to the nearest "SAFE EXIT" and ask others to do the same. Assist the disabled in exiting the building.
- Step 7: An Incident Command Center (ICC) may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 8: Do not return to an evacuated building unless told to do so by a University safety official.

EVACUATION PROCEDURES

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

1. Building Evacuation

- a. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or building coordinator.

When the building evacuation (Fire) alarm is activated during an emergency, leave by the nearest "SAFE EXIT" or by the Building Evacuation Plan and alert others to do the same.

- b. Assist the disabled in exiting the building.
- c. Once outside, proceed to the assembly point away from the affected building. Keep streets, fire lanes, hydrant area and walkways clear for emergency vehicles and personnel. Know your assembly points.
- d. Do not return to an evacuated building unless told to do so by authorized persons.
- e. Important: After any evacuation, report to a safe assembly point. Remain at the assembly point until you are instructed otherwise by a University safety official.

2. Campus Evacuation

- e. Evacuation of all or part of the campus grounds will be determined by Public Safety.
- f. All persons (students, administrators and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds as directed.
- g. After any evacuation, report to a safe assembly point. Remain at the assembly point until you are instructed otherwise by a University safety official.

EXPLOSION, AIRCRAFT DOWN ON CAMPUS

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following action:

- Step 1: Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
- Step 2: After the effects of the explosion and/or fire have subsided, notify Public Safety. Give your name and describe the location and nature of the emergency.
- Step 3: If necessary, or when directed to do so, activate the building alarm. Caution: some campus building's alarm only ring inside the building. Report the emergency by telephone. Do not hang up until told to do so.
- Step 4: When the building evacuation (Fire) alarm is sounded, or when told to leave by University officials, walk quickly to the nearest "SAFE EXIT" and ask others to do the same. Assist the disabled in exiting the building.
- Step 5: Once outside, move to assembly point away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your safe area assembly location and go to that place immediately.
- Step 6: A campus Incident Command Center (ICC) may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 7: Do not return to an evacuated building unless told to do so by a University safety official.

Appendix I

FIRE

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

- Step 1: Know the locations of fire extinguishers, fire exits and alarm systems in your area and know how to use them. Training and information are available through Fire Safety in the Department of Environmental Health & Safety.
- Step 2: If a minor fire appears controllable, immediately contact Public Safety. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- Step 3: If a fire emergency exists, activate the building alarm.
- Step 4: On large fires that do not appear controllable, immediately notify Public Safety. Do not hang up until told to do so. Then evacuate all rooms and close all doors to confine the fire and reduce oxygen - **DO NOT LOCK DOORS**. *NOTE: Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.*
- Step 5: When the building evacuation (Fire) alarm is sounded, go quickly to the nearest "SAFE EXIT" and ask others to do the same. **DO NOT USE ELEVATORS**. Assist the disabled in exiting the building.
- Step 6: Once outside, move to a safe location away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Step 7: An Incident Command Center (ICC) may be set up near the emergency site. Keep clear of the area unless you have official business.
- Step 8: Do not return to an evacuated building unless told to do so by a University safety official.

Appendix I (Continued)

NOTE: If you become trapped in a building during a fire, immediately notify Public Safety or see if a window is available. Place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**

Important: After any evacuation, report to your designated assembly area.

Remember:

R – Report the fire immediately to Public Safety.

A – Activate the building evacuation (Fire) alarm.

C – Contain by closing all doors to confine the fire and reduce oxygen.

E – Extinguish by knowing the location of fire extinguishers and how to use them.

HAZARDOUS MATERIAL SPILL

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

- Step 1: Any spillage or release of a hazardous chemical or radiation material is reported immediately to Public Safety. Do not hang up until told to do so.
- Step 2: When reporting, be specific about the nature of the involved material and exact location. Public Safety will contact the necessary specialized authorities and medical personnel.
- Step 3: The key person on the site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Public Safety personnel.
- Step 4: Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Public Safety.
- Step 5: When told to leave by University officials, walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the disabled in exiting the building.
- Step 6: Once outside, move to a safe area at least 500 feet away, upwind from the affected area. Keep streets and walkways clear for emergency vehicles and crews.
- Step 7: An Incident Command Center (ICC) may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 8: Do not return to an evacuated building unless told to do so by a University safety official.

HOSTAGE SITUATION

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

A. What to do if taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor may be emotionally unbalanced. Do not take actions that could be hazardous to your well-being.
3. Do not speak unless you are spoken to and then, only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
4. Try to relax. Avoid speculation. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
5. Be observant. The personal safety of others may depend on your memory.
6. Be prepared to answer questions by law enforcement officials. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

Appendix L

MEDICAL EMERGENCY

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

- Step 1: If serious injury or illness occurs on campus, immediately call Public Safety. Give your name; describe the nature and severity of the medical problem and the campus location of the victim. Do not hang up until told to do so.
- Step 2: In case of minor injury or illness, provide first aid care. **NOTE: Only trained individuals should provide first aid treatment (i.e. First Aid, CPR or AED).** Use only sterile first aid materials.
- Step 3: In the case of serious injury or illness, properly trained personnel should quickly perform the following steps:
- Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - Ask the victim, “Are you okay?” and “What is wrong?”
 - Check breathing and give artificial respiration if necessary.
 - Control serious bleeding by direct pressure on wound.
 - Continue to assist the victim until help arrives.
 - Look for emergency medical ID, question any witness (es) and give all information to the paramedics.
- Step 4: Departments may have a person trained in First Aid, CPR or AED. Training is available through the University Public Safety Department, the Department of Environmental Health & Safety and the University Physical Education Department.

PSYCHOLOGICAL EMERGENCY

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

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

When an administrator, faculty member, or student is aware of an individual with a psychological emergency, one should assess the level of crisis and respond using the following as guidelines:

When an individual is *making or threatening an attempt on his or her life* you should:

- Notify Public Safety of the situation immediately and clearly state that you need assistance; give your name, location, and description of the individual(s) involved. Public Safety will call Counseling Services for assistance.
- Appear calm and confident that you can help the individual.

When an individual is *seriously depressed and has given thought to ending his or her life, they might have a plan and means for carrying out that plan, and/or might have experienced traumatic situations and behavioral changes* you should:

- Remain with the individual.
- Appear calm and confident that you can help the individual.
- If a student, immediately escort the individual to Counseling Services or Public Safety.
- If an employee, refer the employee to Human Resources, the employee's supervisor or Public Safety.

TERRORIST OR CRIMINAL ACT

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843) 349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you are a victim or a witness to any on-campus offense, avoid risks.

- Step 1: If you observe a terrorist or criminal act, or observe a suspicious person on campus, immediately notify Public Safety and report the incident. Give your name, nature of the incident, location of the incident, description of person(s) involved and the description of property involved. Do not hang up until told to do so.
- Step 2: Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- Step 3: Should gunfire or discharged explosives occur on campus, you should take cover immediately. After the disturbance, seek emergency first aid if necessary.

1. Terrorism

Terrorism is the threat or use of force or violence against persons or property in violation of criminal laws for purposes of intimidation, coercion or ransom. Acts of terrorism range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks (computer-based), to the use of chemical, biological and nuclear weapons. One can prepare for terrorism in much the same way you would prepare for other crisis events.

2. Preparing For Terrorism

- a. Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.

Appendix N (continued)

- b. Be aware of suspicious or unusual behavior. Do not accept packages from strangers. Unusual behavior, suspicious packages and strange devices should be promptly reported to Public Safety. **(Do not touch, disturb or attempt to open.)**
- c. Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right. Promptly notify Public Safety as soon as possible.
- d. Learn where emergency exits are located in buildings. You should note where staircases are located. Notice heavy or breakable objects that could move, fall or break in an explosion.
- e. In offices or residences, keep a personal flash light and assemble an emergency supply kit for basic first aid. Separate the supplies you would take if you had to evacuate quickly, and put them in a backpack or container, ready to go.
- f. Be familiar with different types of fire extinguishers and how to use and locate them.

C. Chemical and Biological Attacks

1. Chemical

Chemical attack agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people, animals or plants. They can be released by bombs, sprayed from aircraft, boats, or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly.

There are six types of agents:

- a. Lung-damaging (pulmonary) agents such as phosgene
- b. Cyanide
- c. Vesicants or blister agents such as mustard
- d. Nerve agents such as taunt, sarin (nerve gas) or soman
- e. Incapacitating agents
- f. Riot-control agents (similar to MACE).

Appendix N (continued)

2. Biological

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents that would likely be used by a terrorist are bacteria, viruses and toxins.

a. *Bacteria.*

Bacteria are small, free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.

b. *Viruses.*

Viruses are organisms that require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases that generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.

c. *Toxins.*

Toxins are poisonous substances found in, and extracted from, living plants, animals or microorganisms. Some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.

Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others such as anthrax spores are very long lived. They can be dispersed by spraying them in the air, or infecting animals which carry the disease to humans, as well as through food and water contamination.

a. *Aerosols*—Biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.

b. *Animals*—Some diseases are spread by insects and animals, such as fleas, mice, flies and mosquitoes. Deliberately spreading diseases through livestock is also referred to as agro terrorism.

c. *Food and water contamination*—Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water.

Appendix N (continued)

Anthrax spores formulated as a white powder were mailed to individuals in the government and media in the fall of 2001. Postal sorting machines and the opening of letters dispersed the spores as aerosols. Several deaths resulted. The effect was to disrupt mail service and to cause a widespread fear of handling delivered mail among the public.

Person-to-person spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague and the Lassa viruses.

D. What to do during a chemical or biological attack

1. Listen to University officials for instructions as whether to remain inside or to evacuate.
 - a. If you are instructed to remain inside, do not leave the building where you are, or other shelter during a chemical or biological attack.
 - b. Turn off all ventilation, including furnaces, air conditioners (thermostats), vents and fans.
 - c. Seek shelter in an internal room, preferably one without windows.
 - d. Remain in areas where toxic vapors are reduced or eliminated.

If you are caught in an unprotected area, you should:

- a. Attempt to get upwind of the contaminated area.
- b. Attempt to find shelter as quickly as possible.
- c. Listen to University officials for instructions.

E. What to do after a chemical attack

Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel. Decontamination is needed within minutes of exposure to minimize health consequences. Public Safety may direct individuals to a decontamination area.

Appendix N (continued)

F. What to do after a biological attack

In many biological attacks, people will not know they have been exposed to an agent. In such situations, the first evidence of an attack may be when you notice symptoms of the disease caused by an agent exposure, and you should seek immediate medical attention for treatment. Promptly notify Public Safety as soon as possible.

G. Nuclear and Radiological Attack

There is no way of knowing how much warning time there would be before an attack by a terrorist using a nuclear or radiological weapon. A surprise attack remains a possibility.

Taking shelter during a nuclear attack is absolutely necessary

- a. **Shielding.** The heavier, dense materials—thick walls, concrete, bricks, books and earth - between you and the fallout particles, the better.

- b. **Distance.** The more distance between you and the fallout particles, the better. An underground area, such as a home or office building basement, offers more protection than the first floor of a building. A floor near the middle of a high-rise may be better, depending on what is nearby at that level on which significant fallout particles would collect. Flat roofs collect fallout particles so the top floor is not a good choice, nor is a floor adjacent to a neighboring flat roof.

- c. **Time.** Fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat to people during the first two weeks, by which time it has declined to about 1 percent of its initial radiation level.

Remember that any protection, however temporary, is better than none at all, and the more shielding, distance and time you can take advantage of, the better.

H. What to do during a nuclear or radiological attack

1. Do not look at the flash or fireball. It can blind you.
2. If you hear of an attack notice:
 - a. Take cover as quickly as you can, and stay there unless instructed to do otherwise.

Appendix N (continued)

- b. If you are caught outside and are unable to get inside immediately, take cover behind anything that might offer protection. Lie flat on the ground and cover your head.
 - c. If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.
3. Protect yourself from radioactive fallout. If you are close enough to see the brilliant flash of a nuclear explosion, the fallout will arrive in about 20 minutes. Take shelter, even if you are many miles from ground zero—radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: ***shielding***, ***distance*** and ***time***.

I. **What to do after a nuclear or radiological attack**

In a campus building:

1. Do not leave the building until a University safety official says it is safe. Follow their instructions when leaving.
2. Cooperate with University officials. Sheltering with many people in a confined space can be difficult and unpleasant.

TORNADOES

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843)349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

- Step 1: Once you have been notified of a serious weather situation with expected dangerous winds, take immediate shelter on the ground floor of buildings in corridors or hallways and alert others to do the same. Assist the disabled in moving to shelter.
- Step 2: Avoid shelter locations with glass windows, shelves and heavy equipment.
- Step 3: Sit close to corridor walls, and cover your head and face with your arms.
- Step 4: If outdoors, move quickly to the ground floor of a building or seek refuge in a ditch. Caution: Always avoid power or utility lines and trees as they can be energized. Know your safe assembly location.
- Step 5: If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits and exit the vehicle for appropriate shelter.
- Step 6: After the storm passes, evaluate the situation. If emergency help is necessary, call Public Safety.
- Step 7: Report damage to Public Safety or Facilities Management. Note: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- Step 8: If the building evacuation (Fire) alarm is sounded, or when told to leave by University officials, walk quickly to the nearest "SAFE EXIT" and ask others to do the same. Assist the disabled in exiting the building.
- Step 9: Once outside, move to the assembly area away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your safe area assembly location.

Appendix O (Continued)

- Step 10: An Incident Command Center (ICC) may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 11: Do not return to an evacuated building unless told to do so by a University safety official.

UTILITY FAILURE

To report a campus emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843)349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in an emergency.

- Step 1: In the event of a minor utility failure occurring during regular working hours, immediately notify Facilities Management.
- Step 2: If there is potential danger to building occupants or if the utility failure occurs after hours, weekends or holidays, notify Public Safety. Do not hang up until told to do so.
- Step 3: If the building evacuation (fire) alarm is sounded or when told to leave by University officials, walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the disabled in exiting the building.
- Step 4: Do not return to an evacuated building unless told to do so by a University safety official.

A. Electrical/Light Failure

Campus building emergency lighting is temporary and may not always provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have your own flashlight and portable radios available for emergencies.

B. Plumbing Failure/Flooding

Cease all operations. Do not switch on any lights or any electrical equipment. Notify Public Safety.

C. Steam Line Failure

Immediately notify Public Safety or Facilities Management and, if necessary, vacate the area.

Appendix P (Continued)

D. Ventilation Problem

If smoke odors come from the ventilation system, immediately activate the building evacuation (Fire) alarm, notify Public Safety and vacate the area.

HURRICANE OPERATIONS PLAN

Effective: Feb 1, 1996*
REVISED June 2011

Responsible Official: Chair of the Emergency Management Team

A. Purpose

The purpose of this procedure is to provide guidance and specific duties for faculty, staff, and students in the event of a hurricane emergency.

B. Scope

These procedures apply to all personnel, buildings and grounds owned and operated by Coastal Carolina University.

C. Policy

1. General Statement

It is the policy of Coastal Carolina University to view each hurricane threat as an extremely hazardous condition and to minimize the risk to students, faculty and staff consistent with protecting University property. Please listen to emergency warnings on local television and radio stations, and take such warnings seriously. The Coastal Carolina University website will also be used to provide information and important links and can be found at www.coastal.edu.

2. General Principles

- a. If the University cancels classes or other activities (i.e., camps, conferences, workshops, etc.) due to severe weather or other emergency situations, local radio and television stations and the daily newspaper are notified immediately. All official announcements will be made in coordination with the director of Emergency Operations (DEO) and the Office of the President through the Office of University Communication. The University's decision to cancel classes or special events is made independently of a decision made by the Horry County Schools. Unless an announcement specifically says Coastal Carolina University has cancelled classes, students should assume classes will be held as scheduled.

- b. Do not call the switchboard for information because a large volume of incoming calls will tie up telephone lines and hamper efforts to get accurate information to parents and the media.

Go online to www.coastal.edu/emergency for information updates.

- c. Prior to a hurricane emergency, the chair of the Emergency Management Team, or his designee, will convene the Emergency Management Team for preparedness briefings and assignments.
 - d. When classes are cancelled, the Office of the Provost will notify all academic deans. Each dean is responsible for notifying the faculty of his or her school or area of class cancellations. If classes are cancelled, faculty and staff are expected to report to work. If employees are unable to report to work when classes are cancelled, they should contact their supervisors to make arrangements for taking annual leave or compensatory time. Employees are not expected to risk dangerous traveling conditions to report to work.
 - e. When other activities (i.e., camps, conferences, workshops, etc.) are cancelled, the designated group representative will be notified by the DEO, or his designee, of the event cancellation. The representative is responsible for arranging for the departure of campers or other group members. If a hurricane warning is issued by the National Weather Service, the representative is responsible for arranging for departure of campers or other group members.
 - f. If a hurricane warning is issued by the National Weather Service, students who reside in the Residence Halls will be advised to travel home or inland, or directed to emergency Red Cross shelters, prior to the onset of adverse weather conditions. Students who live in the Residence Halls should communicate, as appropriate, with their RAs as to where they will be going and a telephone number, if available, where they may be reached. For Residence Hall students whose options for travel are limited, the University will direct students to local Red Cross shelters, and also may designate areas in the Residence Halls where students will report as directed.
1. Even when classes are cancelled, the University will remain open unless the governor closes the institution. Staff members are expected to report to work or make arrangements for annual leave or compensatory time until the governor issues a closing declaration. Faculty and staff may view www.coastal.edu/emergency for further information.

If the threat of a hurricane exists, faculty and staff should unplug all equipment, as directed by the Information Technology Department, in their areas prior to leaving campus. **DO NOT UNPLUG TELEPHONES.**

2. The University has not been designated as an emergency shelter by the American Red Cross, but we have been designated an In-Place Protection site for some residence hall students. If an evacuation is ordered, the Red Cross will issue a list of available shelters. ALL non-resident students, faculty and staff must leave campus when such an evacuation is ordered, except Emergency Operations personnel. The University is unable to provide basic necessities for non-residence hall students, faculty and staff during or after a hurricane. When University buildings have been secured by direction of the DEO or the president, they can only be reopened at the direction of those personnel. All personnel are restricted from re-entering a building until it has been determined to be safe. Any University personnel seeking to return to the campus after said securing of the campus must contact the Emergency Operations Center, Department of Public Safety.
3. After a hurricane, movement to and from the campus may be restricted. Persons who must be available after a hurricane to protect University property must be on campus before the storm.
4. Hurricane-related tasks will take precedence over all other tasks during the emergency and recovery period.

D. Procedures

The procedures for dealing with a hurricane are based upon certain events that occur as a hurricane approaches. These are as follows:

1. Hurricane Watch

Coastal Carolina will be placed under a hurricane watch by the National Weather Service when there is a threat of a hurricane. Normally this will be at least 36 hours in advance of the hurricane and will generally mean that the forecast movement of the hurricane may place us in jeopardy.

2. Hurricane Warning

The National Weather Service will place Coastal Carolina under a hurricane warning when there is a high probability that a hurricane will strike this area within 24 hours.

E. Emergency Procedures Plan

1. Activation of the Emergency Operations Center (EOC):

Upon notification that a hurricane watch has been issued, the Emergency Management Team will meet and decide upon actions to be implemented. All departmental heads, when advised of conditions, will secure the services of those persons whom they need to complete their assigned duties.

In the event of a campus emergency (or hurricane alert) by the president of the University (or designee), the Emergency Operations Center (EOC) may be activated as a command post. The EOC will be located in Atheneum Hall.

The Director of Emergency Operations will be in the Information/Communications Center. In the event of activation, preparations and emergency operations will be coordinated by the director of Emergency Operations in consultation with the president.

2. Notification System

a. Rationale

Communication is a key factor in the University's response to an emergency. Good communications policy and practice can assist in the actual management of the crisis; provide direction to students and their families, faculty and staff; and disseminate information to interested constituencies and the public.

b. General

It is the policy of the University to be forthright and timely in its communications with the University community, the media, and the public during an emergency. Decisions regarding communications will be guided by due concern for the right to privacy, personal security, legal liability and the public's legitimate right to be informed. It is the University's policy that all media and public inquiries will be referred without comment to the Office of University Communication. Only the official spokesperson and/or alternate will articulate the University's position upon the authorization of, and as directed by, the president or his designee.

c. Emergency Communication Plan

During a declared hurricane emergency, communications — both internal and external — will be under the direction of the president and the director of Emergency Operations, as prescribed by the Hurricane Operations Plan.

The Hurricane Operations Plan will also apply in the event of an emergency at any event at which Coastal Carolina University has some responsibility or a significant number of its community involved.

After the notification of a weather emergency, responsibility to communicate further action becomes that of the respective departments. Department heads shall have a plan to quickly notify their staff and take appropriate action during an emergency situation. To prepare for an emergency, every department should:

1. create a cc-mail or e-mail distribution list of the people in the department;
2. have all cellular telephone numbers for every member of the department;
3. use the regular distribution system;
4. in case of power failure and downed telephone lines, nominate someone to personally contact each department member, using a checklist of those who have been notified.

d. Communications

During the activation of the Emergency Operations Center, the director of Emergency Operations will be responsible for internal communications, equipment and assignment. The chief of Public Safety and the director of Facilities Management will also be responsible for the issuance, collection, storage and recharging of all radios as directed by the DEO.

e. Release of Information

All written and oral statements (including news conferences, news releases, and open memorandum or letters, interviews and switchboard messages) to campus groups, media and the public require the authorization of the DEO, the president or his designee, and generally are disseminated through the Office of University Communication.

3. Academic and Administrative Division(s) Responsibility - Equipment and Record Security

Each division head will be responsible for securing valuable equipment, records, books, etc., that are the property of the division.

- a. Close and secure windows in academic buildings and close all blinds.
- b. Unplug all equipment from power source, EXCEPT telephones and telephone equipment.
- c. Forward all calls as needed. All calls forwarding should be cancelled immediately upon returning to the campus.
- d. Back up all essential computer files and store them in a safe location.
- e. Turn off and unplug all electrical power cords from the wall to computers, monitors and all peripherals (printers, modems, etc.) from the power outlets. Do NOT unplug your network connection.
- f. Move all equipment, computers, monitors and peripherals away from windows or doorways, and cover with plastic sheeting.
- g. Essential paper files should be secured in file cabinets or other secure locations.
- h. Do not leave valuable materials on desks, bookcases or shelving.
- i. Personal belongings of value should be taken or otherwise removed from the University. The University will not replace or compensate individuals for personal items that have been damaged, destroyed, stolen or become missing.
- j. Close and lock all doors and windows.

4. Explanation of Terms

- a. **Natural Disaster**
A natural disaster is usually caused by severe weather phenomena such as thunderstorms, tornadoes, tropical storms, hurricanes and abnormal tides.
- b. **Weather Warnings**
A forecast of particular weather element that could cause damage for a specified area and time.

- c. **Tornadoes**
Violent winds in a very strongly closed circulation. The diameter ranges from about 100 feet to as much as a mile.
- d. **Tropical Storm**
An area in which wind is circulating from 39 to 73 miles per hour; the area is usually many miles across, and the forward movement is generally slow.
- e. **Hurricane**
A powerful tropical storm with winds greater than 73 miles per hour. The system is more intense and often covers more area than the tropical storm. Hurricanes usually occur between early June and late November, and most frequently threaten the Carolina coast area from September thunderstorms and tornadoes. Winds circulate in a counter-clockwise direction.
- f. **Abnormal Tides**
Abnormal tides often result from strong, sustained winds usually associated with a hurricane or tropical storm, sometimes in conjunction with high Spring tides. The greatest tidal danger occurs when the winds are from the South through the West. The height of tides usually can be forecast reasonably well in advance.
- g. **Storm Surge**
Abnormally high water generally caused by an offshore storm system such as a hurricane. Storm surge can be a very destructive force and is responsible for most fatalities associated with a hurricane.

5. **Hurricane/Tropical Storm Probabilities Supplement**

In deciding to begin hurricane preparations, the Emergency Management Team will need a variety of types of information available through the news media. Keep in mind that a hurricane watch is issued about 36 hours before expected landfall, and a hurricane warning 24 hours before expected landfall. The following information is presented as a guide to the Emergency Management Team for interpreting the storm probability percentages issued through the National Weather Service.

Hurricane/tropical storm probabilities are issued by the National Weather Service for 17 coastal cities and 27 additional cities on the Atlantic and Gulf Coast of the United States. The forecast landfall probabilities, expressed in percent form, represent the likelihood that the center of a hurricane will pass within 65 miles of the cities for which the probabilities are issued.

There are several things to consider when interpreting the probabilities. First, the numbers are a measure of forecast uncertainty. This means forecasting direction, intensity and speed of movement cannot be done with total accuracy. The average error in a 24-hour forecast prediction is 109 nautical miles (seven nautical miles equals eight statute miles); the error increases substantially as the forecast period increases. As a result, the maximum probabilities are low when the hurricane is far from shore. Action plans for disaster preparedness based on these probability percentages will require activation when there may be only a 10 or 20 percent probability of hurricane conditions.

A second thing to consider when interpreting probabilities is to compare our area to other areas adjacent to the Carolina coast. If our area has a higher probability than adjacent areas, we should consider activating our plan. We should watch subsequent forecasts to see if our probabilities decrease or increase.

Finally, probabilities alone should not govern whether a plan is activated. Storm intensity should also be a major consideration in the decision. It should be kept in mind that a storm may intensify as it nears landfall.

The Emergency Management Team should never have to base an evacuation decision on storm probability factors. The governor usually makes the decision to evacuate. Understanding the probability factors however, should give us the ability to somewhat anticipate an evacuation order.

For further information regarding storm strike probabilities, as well as complete storm advisory and information, visit the National Hurricane Center website at: www.noaa.com.

HURRICANE PLAN APPENDICES (Double Letters)

Appendix	Title
AA	Hurricane Action Time Line
BB	Hurricane Categories (Saffir-Simpson Scale)
CC	Coordinating Instructions
DD	Office of University Communication Checklist
EE	If Residence Halls Remain Open Checklist
FF	University Police Check List
GG	Information Technology Services Check List
HH	Facilities Management Check List
II	Food Services Check List

HURRICANE ACTION TIME LINE

A. Hurricane Watch (2 - 5 days in advance)

1. Emergency Management Team (EMT) meets.
2. Hurricane checklists reviewed and items completed as appropriate.
3. Emergency operations personnel begin preparations.
4. CEO to begin planning to determine action plan for residence students.

B. Hurricane Warning (24 hours)

1. Emergency Operations Center fully manned.
2. Emergency employees moved on-campus.
3. Coordination with Horry-Georgetown Technical College and Horry County Emergency Management.

C. Coastal Areas Evacuated (8 - 10 hours prior to 40 mph winds)

1. Classes cancelled.
2. All residence students directed to return home or to travel to safe inland areas.
3. Residence Halls secured and remaining students instructed to relocate to designated Red Cross shelters.

D. Adverse Driving Conditions (40+ mph winds) & Hurricane Landfall

1. University closed by the governor.
2. Buildings evacuated and secured.
3. Emergency personnel recalled to safe areas.

E. Recovery Operations

1. Buildings and grounds secured and checked.
2. Services restored and buildings reopened, if applicable.
3. University reopened, if applicable.
4. University classes rescheduled, as applicable.
5. Continue reporting and coordination with director of Emergency Operations throughout recovery period.

HURRICANE CATEGORIES

Saffir-Simpson Scale

Tropical Storm

Winds 39-73 mph

Category 1 Hurricane — winds 74-95 mph (64-82 kt)

No real damage to buildings. Damage to unanchored mobile homes. Some damage to poorly constructed signs. Some coastal flooding and minor pier damage.

- Examples: Irene, 1999; Allison, 1995

Category 2 Hurricane — winds 96-110 mph (83-95 kt)

Some damage to building roofs, doors and windows. Considerable damage to mobile homes. Flooding damages piers and small craft in unprotected moorings and may break their moorings. Some trees may be blown down.

- Examples: Bonnie, 1998; Georges (Fla. & La.), 1998; Gloria, 1985

Category 3 Hurricane — winds 111-130 mph (96-113 kt)

Some structural damage to small residences and utility buildings. Large trees blown down. Mobile homes and poorly built signs destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain may be flooded well inland.

- Examples: Keith, 2000; Fran, 1996; Opal, 1995; Alicia, 1983; Betsy, 1965

Category 4 Hurricane — winds 131-155 mph (114-135 kt)

More extensive wall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland.

- Examples: Katrina, 2005; Hugo, 1989; Donna, 1960

Category 5 Hurricane — winds 156 mph and up (135+ kt)

Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.

- Examples: Andrew, (Fla.) 1992; Camille, 1969; Labor Day, 1935

COORDINATING INSTRUCTIONS

Prior to June 1 each year, all members of the Emergency Management Team should update the list of emergency personnel, with appropriate cell, work and home telephone numbers for everyone within their division/department.

Any suggested revisions or updates should be made at any time to the chair of the Emergency Management Team.

HURRICANE CHECK LIST

Office of University Communication

A. Office of University Communication Standard Procedures

1. In the first issue of the fall and spring semesters of the Coastal Carolina newspaper, *The Chanticleer*, the Office of University Communication will place the public service announcement “University Severe Weather Policy.” Additionally, the Office of University Communication will prepare and distribute this document for the campus community at the start of the fall and spring semesters.
2. If the threat of a hurricane exists during the fall semester, the Office of University Communication will place the public service announcement “Hurricane Procedure Overview” in the forthcoming issue of the Coastal Carolina University newspaper, *The Chanticleer*, providing the applicable deadline has not passed. Additionally, the Office of University Communication will prepare and distribute this document for the campus community.
3. The Office of University Communication will work to ensure that factual information is disseminated to the media regarding Coastal Carolina University.

B. Office of University Communication Pre-Hurricane Check List

1. Distribute copies of “Hurricane Procedure Overview” to the switchboard and all coverage points for campus telephones.
2. When the president, or designee, declares cancellation of an event or classes:
 - a. the Office of University Communication will distribute the announcement on campus through the website, CCU ALERT, e-mail, telephone, and/or facsimile to members of the Emergency Management Team for further distribution according to the organizational structure of the University. Responsibility of communicating internally is the responsibility of the various departments.

Hurricane Plan Appendix **DD (continued)**

- b. the Office of University Communication will send out CCU Alert messages.
 - c. the Office of University Communication, with the Department of Human Resources, will coordinate a message for the Faculty/Staff.
 - e. the Office of University Communication will notify the media.
 - f. the Office of University Communication, with the Division of Student Affairs, will prepare an information sheet to be distributed via the University's website to respond to concerned students and their families and all other constituencies.
 - g. the Office of University Communication will work with ITS in preparing messages for the university Web site.
3. If the governor closes the University, the Office of University Communication will disseminate all appropriate information.

HURRICANE CHECK LIST If Residence Halls Remain Open

Hurricane Evacuation for Office of Housing and Residence Life

Hurricane emergency procedures for the Office of Housing and Residence Life shall be implemented in stages.

Goal: **To assure the safety of all residents.**

Stage 1: **Hurricane Season Preparedness**

Hurricane season is June 1-November 30

1. Students will receive hurricane preparation information in the Residence Living Guide.
2. The director of Housing and Residence life, or designee, will review with all Residence Life staff hurricane procedures for the campus and the Office of Housing and Residence Life.
4. Residence Life staff will have post-hurricane memos typed and prepared for handout to help with communication after a storm since power may not be readily available.

Hurricane Plan Appendix EE (continued)

Stage 2: Hurricane Watch

1. This is the first warning that a hurricane is a definite threat to the Horry County or southeastern coast, and is normally given 36 hours before the storm is expected to make landfall. Landfall is still uncertain, and broad geographic areas are alerted. At this time, the office of housing and residence life will make preliminary storm preparation.
2. The director of University Housing and Residence Life will review responsibilities of preliminary preparation with the University housing staff.
3. RAs will convene meetings with residents to distribute and review information and discuss possible preparations students should make:
 - a. filling vehicles with gas.
 - b. have water for drinking in vehicle during evacuations.
 - c. making sure they have at least a three-day supply of non-perishable food.
 - d. notification of American Red Cross hurricane shelters in the area.
 - e. reminder to communicate travel / evacuation plans with family at home.
 - f. reminder for students to register for CCU Alert.
 - g. reminder for students and their families to go on the University's website for information updates at www.coastal.edu
4. Director will contact facilities management /transportation to secure vans for transportation of students, if determined by the director of Emergency Operations.
5. Resident directors will begin warning preparedness by stocking batteries and flashlights and check their emergency supplies.

Hurricane Plan Appendix EE (continued)

6. Students will be informed of what items they will be able to take to local shelters and what they must leave behind. Students with transportation will be encouraged to leave, return home or relocate to safe inland areas if the region comes under a hurricane warning. *Students will be encouraged to contact home and relay their plans for relocation during the storm.*
7. Coordinate with the director of Emergency Operations and the office of facilities management to ensure that all equipment and materials needed to secure buildings are available.
8. Residence hall maintenance supervisor will secure golf carts, maintenance equipment, and check and secure sheds and pump houses.
9. All resident directors will survey their areas to ensure that all loose or movable items have either been secured or been moved inside.

Stage 3: Hurricane Warning

1. Usually issued 24 hours before the storm is expected to strike the coast. A more accurate landfall is predicted, with narrow geographic boundaries.
2. At this time, the director of Housing and Residence Life will begin evacuation if ordered by the director of Emergency Operations, working through the Office of the President.
3. Residence life staff will meet immediately with the director and will be given information to distribute to all residents on the procedures to secure their apartments and rooms.

Hurricane Plan Appendix EE (continued)

4. The director of Housing and Residence Life will contact the director of Emergency Operations, or designee, to obtain radios to be used for communication before, during and after the hurricane.

5. All students will be directed to evacuate to designated Red Cross shelters. If it is determined by the director of Emergency Operations that evacuation is not possible to Red Cross shelters, emergency personnel, with the assistance of Resident Directors and RAs will evacuate all of the remaining students of The Gardens (Azalea and Magnolia Halls) and University Place to the Ingle/Eaglin residence complex where students will stay in hallways and living areas. Under no circumstances will anyone be allowed to stay at the Gardens complex or University Place.

9. Prior to leaving, all students will be instructed to:
 - a. Unplug all electrical equipment and secure it off of the floor.
 - b. Place loose objects in drawers and closets.
 - c. Close and lock all windows tightly and close blinds and curtains. Mattresses and bed frames should be braced against windows.
 - d. Place personal items in lockable drawers or lockers (not money or jewelry). The University is not responsible for theft or loss of items during or after a hurricane.
 - e. Lock doors when residents leave their room. This includes individual bedroom doors.
 - f. If leaving their car on campus, set the emergency brake, put the car in reverse gear or park, and close all windows and lock all doors.

Hurricane Plan Appendix EE (continued)

- g. Provide their own flashlights in case of power failure. Candles or other flame-type lighting should not be used. Fire is uncontrolled during a hurricane.
 - h. Take blankets, toiletries, medications and non-perishable food if going to a shelter.
10. If the residence halls are evacuated, the director of Housing and Residence Life will keep a list of all students or housing staff staying on-campus and provide this list immediately to the Public Safety Department.
 11. The University Housing Staff will conduct a walk-through of every room.

Stage 4: During the Hurricane:

1. Professional staff that remains on campus will be located only in Ingle and Eaglin Halls. The Department of Public Safety will be made aware of the number of students and staff staying on campus and their exact location.
2. It is essential that all residents and staff remain indoors throughout the entire hurricane. Residents cannot leave their units or buildings until directed to do so by staff. During the peak of the storm students are directed to leave their individual rooms and remain in hallways, away from any windows.
3. Students should not attempt to open windows or doors to see what is happening outside. Wind currents could be especially strong in between buildings.
4. Telephone calls should be made only in case of emergency.
5. Students will be instructed to report all accidents, injuries and broken windows to staff as soon as it is possible.

Hurricane Plan Appendix **EE (continued)**

6. Residents will be reminded that when the eye of a hurricane passes, there is generally a calm period before hurricane conditions return. No one is allowed to venture outside during the eye of the storm.

Stage 5: Recovery:

1. Students who left the University will be instructed to not return to campus after the hurricane until notification via the media or campus spokesperson(s), or the university website.
2. Recovery procedures for Residence Life will be coordinated by the director of Housing and Residence Life, in coordination with the director of Emergency Operations.
3. Residents will not be allowed to leave the residence hall until the director of Housing and Residence Life, in coordination with the director of Emergency Operations, has given such permission.
4. Any injuries or severe damage must be reported immediately to the staff.
5. The Office of Facilities Management will be responsible for surveying roof and window damage and debris blocking access to residence halls.
6. The University's Housing Staff will submit a preliminary report of known damage to the director of Housing and Residence Life.
7. A staff member will be assigned to stay in the main office with the "Hurricane Evacuation" forms to begin answering phones and fielding questions about the location of students, when directed to do so by the director of Housing and Residence Life, in coordination with the director of Emergency Operations.
8. Permission for students to return to any residence hall will come only from the director of Housing and Residence Life, in coordination with the director of Emergency Operations.
9. Students located in damaged buildings considered to be uninhabitable will be moved to suitable locations as determined by the director of Emergency Operations and/ or the director of Housing and Residence Life.

HURRICANE CHECK LIST

Department of Public Safety

Department Preparation

1. 72 Hours Prior to ETA of Storm

- a. Monitor weather reports and determine storm's location, speed and direction of travel.
- b. Review storm procedures with staff and participate in the Emergency Management Team.
- c. Begin making preliminary plans for emergency equipment, i.e., radios, vehicles, flashlights, etc.
- d. Review and update DPS emergency essential personnel list with other Coastal Carolina University departments.

2. 48 Hours Prior to ETA of Storm

- a. Review radio status to ensure as many radios as possible are available and operational.
- b. Review flashlight battery status; if the rechargeable flashlights cannot be recharged, batteries will be needed for regular flashlights.
- c. Plan sleeping quarters for Public Safety essential personnel. Remind officers to start making plans for their families and properties.
- d. Schedule and coordinate plan for department recall.
- e. Coordinate with the director of Emergency Operations and the director of Housing and Residence Life regarding support required for student evacuation
- f. Move vehicles to staging locations, and gas and equip all vehicles, as needed.

Hurricane Plan Appendix FF (continued)

3. 24 Hours Prior to ETA of Storm

- a. Place all essential personnel on telephone standby and be prepared for recall.
- b. Secure Atheneum Hall (Public Safety), as needed.
- c. Recheck all equipment to include vehicles, radios, flashlights and batteries. Correct any problems.
- d. Release non-essential personnel.
- e. Survey general campus area for loose objects to include trash cans, construction equipment, or any object that could become a missile in high wind. Notify the director of Facilities Management, as necessary.
- f. Brief all personnel and make assignments as necessary.

4. 12 Hours Prior to ETA of Storm

- a. When the University is declared closed, the appropriate shift secures all buildings.
- b. Recall all essential personnel.
- c. Check and refuel all vehicles. Perform a final check of equipment, including rain gear, food, flashlights, batteries, radios, etc.
- d. When winds reach 50+ mph, terminate vehicle patrols, as necessary. Direct all personnel to remain indoors, except in an emergency.

5. All Clear

- a. At the direction of the director of Emergency Operations, issue the all clear.

Hurricane Plan Appendix **FF** (continued)

- b. Upon receipt of the all clear order, assign officers to campus foot/vehicle patrol.
- c. Maintain uniformed presence on the campus until notified otherwise.

All emergency essential personnel should bring the following items:

1. Extra uniform(s) (clothes and shoes for three to four days).
2. Food and water for three to four days (food that does not need cooking).
3. Toiletries.
4. Bedding, i.e., sleeping bag.
5. Medication, bring at least three to four day supply.

HURRICANE CHECK LIST

Information Technology Services

A. Hurricane Warning (Watch if over weekend or holiday)

1. Send out reminder over the network for users to unplug the power cords on their PCs and peripheral equipment when they leave for the day. Use LAN News Screen and broadcast message.
2. Fully charge all radio equipment batteries. Test communication equipment and emergency telephone trunk line.
3. Remind Facilities Management to test generator in Wall Building.
4. Record appropriate status information and university operating conditions on information voice mail lines (Hotlines), as directed by the director of Emergency Operations.
5. Take latest set of server backup tapes to the bank safety deposit box and safes.

B. Closing of University Imminent

1. Log out all users of the Datatel administrative system (CCUADMN). Perform a full back-up of the systems. If possible, take the backup tapes to the bank safety deposit box. If the bank has already closed, lock those tapes in the ITS safe, or take to safe in the Foundations Center, as appropriate. Power down the systems and disconnect their power and network connections.
2. Log out all users from the UNIX academic/web system (mail/www/print). Perform a full backup of the system on to the dpu and tape drives. If possible, take the backup tapes to the bank safety deposit box. If the bank has already closed, lock those tapes in the ITS safe. The www, mail and print systems will remain running during the duration of storm (or until power loss) to facilitate the university's web pages, email and VPN systems.
3. Log out all administrative LAN users. Perform a full backup of the system. If possible, take the backup tapes to the bank safety deposit box, or safes. If the bank has already closed, lock those tapes in the ITS safe, or take to the safe in the Foundation Center, as appropriate. Power down the system and disconnect the power and network connections.

Hurricane Plan Appendix **GG (continued)**

4. Log out all academic LAN users. Perform a full backup of the system. If possible, take the backup to the bank safety deposit box. If the bank has already closed, lock those tapes in the ITS safe, or take to the safe in the Foundation Center, as appropriate. Power down the system and disconnect the power and network connections.
5. Log out users of all other servers. Perform a full backup of the systems. If possible, take the backup tapes to the bank safety deposit box. If the bank has already closed, lock those tapes in the ITS safe, or take to the safe in the Foundation Center, as appropriate. Power down the systems and disconnect the power and network connections.
6. Power down the 4007 switch in the Singleton Building.
7. Leave power running to the main Cisco devices. (They connect the University's web page to the internet).
8. Request Facilities Management board up windows on the North wall of the ITS facility (Wall 105).
9. Phone switchboard console will remain in the Department of Public Safety.
10. Security alarm station will remain in the Department of Public Safety.

C. University Officially Closed

1. Send all non-essential personnel to shelters or other locations.
2. Secure office areas and computer room. Power down all non-essential equipment and disconnect connections.

HURRICANE CHECK LIST

Office of Facilities Management

Actions by Department

Pre-Hurricane Checklists by Department:

A. Grounds Department

1. Verify the assignment and availability of emergency personnel.
2. Pick up and secure or dispose of loose objects. Primary responsibility is Grounds with help from the Custodial Department.
3. Remove plastic lids from concrete trash receptacles and store under Natatorium.
4. Store movable bike racks next to buildings or in courtyards.
5. Close and secure dumpster lids throughout campus.
6. Secure loose objects from the rear of the Maintenance Department.
7. Turn picnic tables upside down, remove and store umbrellas.
8. Check all drains and catch basins and clean as needed.
9. Remove loose items from loading docks.
10. Verify that loose items on the athletic fields, such as soccer goals, bleachers, etc. have been secured. Primary responsibility is with the Athletic Department. Assist as required and as time permits.
11. Check with facilities and intramural coordinators concerning trash can lids in recreation area and athletic benches.
12. Secure all grounds equipment.

Hurricane Plan Appendix **HH** (continued)

13. In general, clean up and store small items in physical plant areas.
14. Turn off all irrigation systems on campus.
15. Ensure that chain saws, fuel, oil and gloves are ready for issue.
16. Secure any loose objects on the remainder of the campus, including flagpoles, grounds equipment, signs or anything that might become a missile in high winds.
17. Refuel and secure all University vehicles.

B. Custodial Department

1. Store all metal cigarette butt containers, doormats, etc. inside buildings.
2. Pick up all loose items adjacent to buildings in cooperation with Grounds.
3. Custodial supervisor will provide one wet-vac.
4. Assist library personnel in covering book stacks with plastic sheeting at Kimbel Library.

C. Utility Maintenance Department

1. Check fuel levels and test emergency power generators.

D. Building Maintenance Department

1. Secure all shop areas.
2. Install window protection at the ITS portion of the Wall Building.

Hurricane Plan Appendix **HH** (continued)

3. Ensure that all roof drains are clear of debris if time permits.
4. Locate tarps for use after the storm.

E. Vehicle Maintenance

1. Refuel all University vehicles and make sure that all equipment is in proper working condition.
2. Provide keys for Emergency Operations Center to use for emergency transportation.

All departments must report on the status of their checklist to the Emergency Operations Center and debrief the director of Emergency Operations before leaving campus.

Post-Hurricane Checklists:

A. Physical Plant Post-Hurricane Checklist

1. Facilities Management will perform roof survey of all buildings and determine structural soundness. Necessary repairs should be performed before personnel enter building(s).
2. Atheneum Hall, E. M. Singleton and Wall Buildings are first priority buildings to secure from further damage and for restoration of communication to campus.
3. Make immediate provisions to seal up any roof leaks and note location for further repairs.
4. Check mechanical/electrical systems and structures at all University buildings on and off-campus.

Hurricane Plan Appendix **HH** (continued)

5. Ensure keys are returned.
6. Determine which areas need to be cleared of trees and debris. Roads are the priority, followed by buildings.
7. Check all drains in parking lots and roadways for obstructions. Clear as necessary.
8. Contact outside contractors if necessary for assistance. (Coordinate with Financial Services and Purchasing.)
9. Return signs, picnic tables, barricades, pallets, trash cans, trash can lids, etc. to appropriate areas.
10. Report to the director of Emergency Operations all findings and the status of all buildings and grounds.
11. Collect, count and store all emergency equipment issued prior to the hurricane.

HURRICANE CHECK LIST

Food Service

Pre-Hurricane Checklist

1. Verify the availability of emergency staff — five managers and one cook.
2. Close Cino Grille.
3. Secure all windows in Cino Grille and The Hicks Dining Hall.
4. Fill up catering van gas tank.
5. Relocate all vehicles from the rear dock of The Hicks Dining Hall (possible flooding).
6. Slice all available deli meat and store in freezer.
7. Fill all five-gallon containers and all sinks with tap water.
8. Fill six fifty-gallon containers with ice and store containers in freezer.
9. Check with Facilities Management to be sure generator is ready.
10. Secure 2-way radios and emergency lighting.

Appendix R
CONTACT INFORMATION

1. Off - Campus Contacts

(POLICE, FIRE, EMS –Dial **9-911** if calling from on campus)

Conway City Fire Department	# 843-248-1720
Conway City Police Department	#843-248-1790
Conway Medical Center	# 843-347-7111
Santee Cooper	# 843-248-5755
FBI (Bluffton, S.C.)	# 843-815-2180
Federal Aviation Administration	# 803-465-5931
Forest Fire Reporting	# 843-221-5718
Grand Strand Regional Medical Center	# 843-692-1000
Grand Strand Sewer and Water System	# 843-347-4641
Horry County Administrator	# 843-915-5020
Horry County Humane Society	# 843-915-5172
Horry County Building Inspector	# 843-248-1506
Horry County Communication Center	# 843-915-5100
Horry County Coroner (Conway, S.C.)	# 843-915-5110
Horry County Fire Rescue	# 843-915-5190
Horry County Jail (J. Reuben Long Detention Center)	# 843-915-5140
Horry County Police Department	# 843-248-1520
Horry County Sheriff's Office	# 843-205-5450
Horry Sanitary Sewer District – Solid Waste Authority	# 843-347-1651
National Response Center (chemical & oil spills)	# 1-800-424-8802
National Weather Service (Columbia, S.C.)	# 803-822-8135
Poison Control Center	# 1-800-222-1222
Road Conditions – Road & Drainage Hotline	# 843-381-8000

Salvation Army – Boys and Girls Club	# 843-248-6274
S.C. Health Department, Horry County Branch	# 843-381-8260
S.C. National Guard (City)	# 843-248-5788
S.C. State Governor’s Office	# 803-734-2100
S.C. State Highway Patrol Office (Georgetown, SC)	# 843-546-7300
S.C. State Wildlife Law Enforcement (Georgetown, SC)	# 843-546-8523
State Law Enforcement Division	# 803-896-7400
The American Red Cross	# 843-477-0020
Time & Weather	# 843-293-6600
US Marshal Service (Florence, S.C.)	# 843-662-0750
US Secret Service (Marion, S.C.)	# 843-765-5448

Appendix S

EMERGENCY MANAGEMENT TEAM (EMT)

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