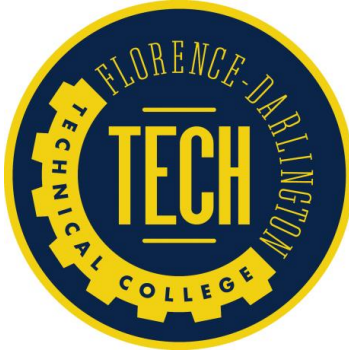


**CARD 1**



**IN CASE OF EMERGENCY  
DIAL 9-911**

from any campus phone.

Then alert Campus Security at:

(843) 661-8210 or ext. 8210 - **Main Campus**

(843) 413-2810 or ext. 2810 - **SiMT**

(843) 676-8510 or ext. 8510 - **HSC**

**IN A NON-EMERGENCY SITUATION  
CONTACT CAMPUS SECURITY**

(843) 661-8210 or ext. 8210 - **Main Campus**

(843) 413-2810 or ext. 2810 - **SiMT**

(843) 676-8510 or ext. 8510 - **HSC**

**CRIMES ON CAMPUS/EMERGENCY SITUATIONS**

**Institution's Goals**

- Protect life and safety
- Secure critical infrastructure and facilities
- Resume teaching & other day-to-day activities
- All members of FDTC, its guests and visitors are encouraged to report emergency situations or instances of possible violations of law or college policies to Campus Security.

**Student Disturbances**

- If students are causing a disruption and the misbehavior or disruption cannot be stopped, contact Campus Security first, and then report the incident to the Registrar at (843) 661-8351 or ext. 8351.

**Suspicious Person on Campus**

- Report promptly to Campus Security (at above numbers).

**Emergency Notifications**

- In case on an emergency, College will notify Students, Faculty and Staff by text alert, email, voicemail, PA system and/or scrolling panels.

## **CARD 2**

### **ROLES AND RESPONSIBILITIES**

- Campus Security – investigate, provide site security, implement notifications, establish communications, written incident reporting
- Safety Coordinator – advise and assist material spill control and cleanup in accordance with MSDS, audits, environmental, storage and handling
- Building Safety Marshals – notify students, faculty and staff and provide guidance during emergency situations
- Floor Safety Captains – assist Building Safety Marshals in disseminating information and assisting with lock down and evacuations
- Crisis Management Team – called to action in the event of an emergency situation (President, VPs of Student Affairs, Academics, Business Affairs, AVP Internal Relations, Director of Media Relations, Safety Coordinator, Facilities Director, Director of Security)

### **EMERGENCY CONTACTS**

- Campus Security  
(843) 661-8210 or ext. 8210 - Main Campus  
(843) 413-2810 or ext. 2810 - SiMT  
(843) 676-8510 or ext. 8510 - HSC
- Director of Security – cell (843) 687-0964
- Safety Coordinator – cell (843) 861-5431
- Facilities Director – cell (843) 229-4445
- VP, Business Affairs – cell (843) 409-7691

### **CRISIS MEDIA PLAN**

The Director of Media Relations will:

- In coordination with Campus Security, designate a safe, convenient location for the media
- Coordinate any press conferences with the media
- Prepare and distribute, as needed, a fact sheet containing relevant information
- Arrange interviews with faculty and staff involved in the emergency as appropriate
- Coordinate information to be shared with faculty and staff personnel during and after the crisis

### CARD 3

## **ACTIVE SHOOTER/HOSTAGE**

Follow these procedures within the building whenever a person:

- Has a weapon
- Says they have a weapon/makes a threat
- Is holding another person against their will

**Building moves to LOCKDOWN procedure immediately**

### **OVERALL PROCEDURES**

- Calm yourself first, then call **9-911** and Campus Security at  
(843) 661-8210 or ext. 8210 - Main Campus  
(843) 413-2810 or ext. 2810 - SiMT  
(843) 676-8510 or ext. 8510 - HSC
- Relay accurate information
  - Location on campus
  - Where in the building is the event occurring
  - How many involved (perpetrators and hostages)
  - What demands, if any, have been made
  - Is anyone injured
- Render the appropriate assistance

### **CAMPUS SECURITY RESPONSIBILITIES**

- Immediately declare LOCKDOWN via emergency notification system (text alert, email, voicemail, PA system and/or scrolling panels)
- Call **9-911**
- Assume the role of first responders. Begin the search for the shooter and engage if necessary
- Provide assistance as needed
- Coordinate with Police/EMS personnel

### **FACULTY/STAFF RESPONSIBILITIES**

- If a weapon has been seen, follow the Overall Procedures
- Close and lock or barricade your classroom or office door
- Turn off lights. Turn off radios and computer monitors
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover/protection
- Make a list of all students when the lockdown was declared
- Record the names of students who enter the room after a lockdown
- If directed to leave your classroom, take your class record roll books with you
- Await further instructions from Campus Security

**If weapon is found**, isolate the area. Do not touch the weapon. Campus Security/Police will secure the weapon for evidence.

**If subject is visible**, stay calm and do not approach. Do not attempt to confiscate the weapon; communicate and cooperate with the subject.

**If Law Enforcement breaks into the scene**, get on the floor, do not raise up until told to by Law Enforcement. In the event of an active shooter, Campus Security and Law Enforcement will be responding. However, everyone needs to plan for how to initially react.

### Consider “RUN, HIDE, FIGHT” procedures:

**RUN:** The best course of action may be to escape from the situation/area

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to follow or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area, if possible
- Call 9-911 when you are safe
- Do not run in a straight line
- Try to keep objects between you and the shooter

**HIDE:** If leaving is impossible, the best option is to hide from a shooter

- Lock and/or barricade the door
- Silence cell phones
- Turn off lights, close blinds, stay away from windows
- Do not sound the fire alarm; this may put others in harm’s way
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large solid objects

**FIGHT:** As a last resort take action against the active shooter

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons

## CARD 4

### **BOMB THREAT**

Call **9-911** and Campus Security:  
(843) 661-8210 or ext. 8210 - **Main Campus**  
(843) 413-2810 or ext. 2810 - **SiMT**  
(843) 676-8510 or ext. 8510 - **HSC**

**Cell phones, portable radios and pagers MUST NOT be used – THESE MAY DETONATE A BOMB**

### **IF YOU RECEIVE A BOMB THREAT**

- Remain calm
- Ask as many questions as possible to help identify the caller
- Write down the message as close as possible to what the caller said
- Call **9-911** and Campus Security from a CAMPUS PHONE. Give your name, phone number and location along with the threat message

### **IF YOU FIND A SUSPICIOUS ITEM**

- Remain calm
- Do not touch or attempt to inspect anything that looks suspicious
- Call **9-911** and Campus Security from a CAMPUS PHONE. Give your name, phone number and location along with the detailed description of the item

### **CAMPUS SECURITY RESPONSIBILITIES**

- TURN OFF two-way radios, cell phones, and all electronics
- Call **9-911** from a CAMPUS PHONE
- Have the person who took the threat call or found a suspicious object available for interview by Law Enforcement
- Decide to evacuate or go to lock down. (An evacuation that requires students to move through the areas where a bomb may be concealed increases the risk of injury.)
- Conduct search with the aid of Law Enforcement/Fire Department. It is not the responsibility of Law Enforcement to search the campus. They may assist. A bomb squad team may be called in by Law Enforcement if necessary

### **FACULTY/STAFF RESPONSIBILITIES**

- TURN OFF two-way radios, cell phones, and all electronics. Instruct students to do the same
- Keep noise to a minimum – device may be sensitive
- Notify Campus Security from a CAMPUS PHONE if you receive a bomb threat or see a suspicious package
- If received threat message or notified by Campus Security of a bomb threat, quickly scan area for unusual or suspicious items. Do not touch or attempt to inspect anything that looks suspicious. Report suspicious items to Campus Security or responding emergency services personnel
- If directed, evacuate the suspected or threatened area in a quiet and orderly manner
- Close windows and doors prior to leaving. Doors should be left unlocked if possible
- Account for all students on attendance roll. Report missing students to emergency personnel
- Do not re-enter the building until given an ALL CLEAR by Campus Security
- Await further instruction from emergency personnel and college officials

## CARD 5

### **DEATH ON CAMPUS**

(i.e., natural causes, accidental, suicide or homicide)

Call **9-911** and Campus Security

#### **CAMPUS SECURITY RESPONSIBILITIES**

- Identify the problem and the location. Secure and isolate the area
- Notify college officials
- Assist the Police in locating and identifying possible suspect(s)/victim(s)
- Assess whether the suspect(s) can be safely isolated/detained
- Secure emergency information on the suspect/victim if possible
- Provide the Police/EMS with emergency information

#### **FACULTY/STAFF RESPONSIBILITIES**

- Identify the problem and the location. Secure and isolate the area
- Call **9-911**
- Notify Campus Security
- If possible, calmly remove the students from the area
- Discourage discussion
- Wait for the Police/EMS responders to arrive
- Identify students in need of immediate support

## CARD 6

### **EVACUATION PROCEDURES**

Given when an incident or situation calls for a specific area of campus to be evacuated and secured. *Example: Gas Leak*

#### **CAMPUS SECURITY RESPONSIBILITIES**

- All building evacuations will occur when a fire alarm sounds and/or upon notification by text alert, email, voicemail, PA system and/or scrolling panels
- Ensure emergency personnel have been notified
- Monitor situation and communicate with college officials
- Activate an ALL CLEAR when resolved

#### **FACULTY/STAFF RESPONSIBILITIES**

TAKE THIS BOOK WITH YOU.

- Close your classroom/office doors when leaving the room
- **DO NOT TOUCH THE LIGHT SWITCHES**
- Remain quiet
- Do not use the elevators in case of fire
- Direct students to walk out via designated exits taking their possessions with them. Refer to evacuation routes posted in each building hallway, if available. Proceed to a clear area at least 300 feet from the affected building
- Take closest and safest way out as posted. Use a secondary route if primary route is blocked or hazardous
- Assist persons with disabilities to stairwell to await rescue
- If possible, take class rosters with you
- Keep the streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel
- Take attendance and notify emergency personnel of missing people or those who need medical attention
- Do not re-enter the building
- Await further instruction from emergency personnel and college officials

#### **FACILITY MANAGEMENT and EMERGENCY RESPONSE TEAM (Building Safety Marshals and Floor Safety Captains)**

- Assist building evacuation by checking restrooms, Student Center, Library, Computer Labs etc.

## CARD 7

### **FIRE/ARSON**

Arson means the unauthorized starting of a fire on college property, or assisting another in starting a fire.

Campus Security:

(843) 661-8210 or ext. 8210 - **Main Campus**

(843) 413-2810 or ext. 2810 - **SiMT**

(843) 676-8510 or ext. 8510 - **HSC**

### **IF YOU DISCOVER FIRE OR SMOKE**

*Remember: R.A.C.E.*

- **RESCUE:** Remove anyone from immediate danger
- **ALARM:** Pull the fire alarm and notify Campus Security of the fire situation
- **CONTAIN:** Close all doors to confine smoke and fire but do not lock; do not close windows
- **EVACUATE:** Evacuate the building; remain out of any driveway close to the building

### **IF YOU CATCH ON FIRE**

*Do Not Run!!!*

- **STOP** where you are
- **DROP** to the ground, and
- **ROLL** over and over to smother flames

### **IF YOU HEAR FIRE ALARM**

- Remain calm
- When leaving a room, feel the door with the back of your hand before opening it
- If smoke is present, stay low. The best quality air is near the floor
- Do not use elevators
- Evacuate the building; remain out of any driveway close to the building
- Only return to the building when directed by Campus Security

### **IF YOU ARE TRAPPED IN YOUR OFFICE/CLASSROOM**

- If possible, wedge wet towels or cloth materials along the bottom of the door to keep out smoke
- Try to close as many doors as possible between you and the fire
- Notify **9-911** of your problem and location
- If you need fresh air, only break the window as a last resort; use caution

### **CAMPUS SECURITY RESPONSIBILITIES**

- Evacuate the building by using the fire alarm
- Call **9-911** with location, if known
- Assist in the evacuation of the building
- Signal an **ALL CLEAR** when appropriate

### **FACILITY MANAGEMENT RESPONSIBILITIES**

- Assist building evacuations by checking restrooms, Student Center, Library, Computer Labs, etc.
- Assist the Fire Department with locating the utilities
- In the event of a natural gas fire, sound alarm and then **TURN OFF MAIN GAS VALVES**. If the fire is small, use a fire extinguisher **AFTER** the gas is turned off. If unable to turn off gas, let the fire burn



- In the event of an electrical fire, sound alarm and then **TURN OFF ALL ELECTRICITY. DO NOT** use water or water acid extinguishers on electrical supported fires. **ONLY** small fires should be fought with an extinguisher

### **FACULTY/STAFF RESPONSIBILITIES**

- Activate the fire alarm. If in doubt, **PULL THE ALARM**
- Notify Campus Security
- Follow the evacuation procedures. **TAKE THIS BOOK WITH YOU**
- Do not use elevators
- Do not re-enter the building
- Notify authorities of any persons trapped or in need of assistance
- If trapped, seal off the area by closing doors, signal for help from a window if possible
- Take your record/attendance books, if possible, and close your classroom door
- Once outside, move to a clear area at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear
- Re-assemble your students at the designated area
- Take roll call
- Report missing students to the Campus Security
- Re-occupy the building when an **ALL CLEAR** is announced
- If arson is suspected, inform the responding Police/Fire personnel
- Assist the Police/Fire Departments
- Help locate any possible suspects and/or witnesses
- If the fire was extinguished, still report the fire to the Fire Department for investigation
- All intentionally set fires, no matter how small, shall be reported to the Fire Department
- All staff will be responsible to check the classrooms on either side and make sure that they were informed of the fire as well
- Await further instruction from emergency personnel and college officials

### **EMERGENCY RESPONSE TEAM (Building Safety Marshals and Floor Safety Captains)**

- Assist building evacuation by checking restrooms, Student Center, Library, Computer Labs etc.

## **CARD 8**

### **LOCKDOWN PROCEDURES**

Given when an incident or situation calls for a specific area of campus to be secured. *Example: Active Shooter*

#### **CAMPUS SECURITY RESPONSIBILITIES**

- Send notifications by text alert, email, voicemail, PA system and/or scrolling panels that a LOCKDOWN IS IN PLACE. CALL **9-911**
- Ensure emergency personnel have been notified
- Monitor situation and communicate with college officials
- Activate an ALL CLEAR when resolved

#### **FACILITY MANAGEMENT**

- Close and lock building exterior doors

#### **FACULTY/STAFF RESPONSIBILITIES**

- Students are to be cleared from the hallways immediately and are to report to the nearest available classroom
- Assist those needing special assistance
- Close and lock or barricade classroom/office doors
- Direct students and staff to the floor if gunshots or explosions are heard
- Turn off lights
- Stay away from doors and windows out of the line of sight
- BE QUIET
- Silence cell phones
- Be prepared to remain in lockdown for extended period
- Wait for further direction from emergency personnel, or Campus Security
- Do not attempt to leave a safe area until given an ALL CLEAR by Police officials or Campus Security

## **CARD 9**

### **ELEVATOR EMERGENCY PROCEDURES**

In the event of an emergency/entrapment in the elevator call Campus Security:

(843) 661-8210 or ext. 8210 - **Main Campus**

(843) 413-2810 or ext. 2810 - **SiMT**

(843) 676-8510 or ext. 8510 - **HSC**

#### **PROCEDURES WHEN TRAPPED IN AN ELEVATOR**

- REMAIN CALM!
- Use the alarm button, elevator phone or cellular phone to call for help
- Do not attempt to pry open doors
- Do not attempt to use the overhead hatch
- An Elevator Mechanic or Maintenance personnel will be called to take care of the problem

#### **CAMPUS SECURITY RESPONSIBILITIES**

- Determine if the alarm is genuine
- Notify Director of Security at (843) 687-0964
- Call Maintenance Supervisor at (843) 661-8232 or ext. 8232 or cell (843) 861-5431
- Call Facilities Director at (843) 661-8231 or ext. 8231 or cell (843) 229-4445
- If no answer, proceed by calling 9-911
- Do not try to remove anyone from the elevator. Wait for Elevator Mechanic or Maintenance personnel to take care of the situation
- Make an effort to locate the elevator car by going floor to floor and listening at the door for sounds such as banging, crying or yelling
- If safe to do so, remain with the person(s) until help arrives

#### **FACULTY/STAFF RESPONSIBILITIES**

- Determine if the alarm is genuine
- Immediately call Campus Security and report the problem
- Make an effort to locate the elevator car by going floor to floor and listening at the door for sounds such as banging, crying or yelling
- Talk to the person inside by yelling through the door. Inform them to remain calm and not to try and escape. Remain in contact with the trapped individual(s) and inform them of the steps being taken to get them out of the elevator
- If safe to do so, remain with the person(s) until help arrives

## **CARD 10**

### **TORNADO/SEVERE WEATHER**

**Tornado watch:** conditions are right for a tornado.

**Tornado warning:** a funnel cloud has been sighted. TAKE COVER.

- The office of Campus Security will be alerted to potential severe or inclement weather by the Department of Public Relations
- Upon receipt of this information, notification will be made to the college by the emergency communications network (text alert, email, voicemail, PA system, scrolling panels, building safety marshals, college web page, and the local news)
- Once a tornado warning has been announced, all students should be inside the building. Move to an interior room or hallway on the lowest floor of the building if possible. Stay away from windows. Assume “Duck and Cover” position (sit cross-legged or on your knees and cover the neck and the back of your head with your hands).
- Do not leave shelter to outrun a tornado in your car. Occasionally, tornadoes develop so rapidly that advanced warning is not possible. Remain alert for signs of an approaching tornado. Flying debris from tornadoes causes most deaths and injuries.

#### **CAMPUS SECURITY RESPONSIBILITIES**

- The Office of Campus Security will be alerted to potential severe or inclement weather by the Department of Public Relations
- Once notified, protective measures should be taken
- Order students and staff that are outside to proceed to the nearest building
- If there’s a medical emergency, call **9-911**
- Campus Security/Facilities announce when students/staff are to return to their rooms.
- If damage has occurred to the building, Campus Security is to evacuate the affected area on campus
- Discourage the release of students until the severe weather passes

#### **FACULTY/STAFF RESPONSIBILITIES**

- TAKE YOUR ATTENDANCE RECORD and THIS BOOK WITH YOU
- Go to the nearest shelter or proceed to other areas of the building as directed
- Account for all classroom occupants. Keep students quiet and calm
- Remain calm, close windows and doors – do not lock
- If you have additional or missing students, notify Campus Security/emergency responders
- Await further instruction from Campus Security
- Return to your designated area when an ALL CLEAR is announced

#### **FACILITY MANAGEMENT RESPONSIBILITIES**

- Monitor developing weather conditions
- If conditions warrant, protective measures should be taken
- If there’s a medical emergency, call **9-911**
- If damage has occurred to the building, evacuate the affected area on campus
- Check for gas leaks, electrical system damage, or water damage

## **CARD 11**

### **MEDICAL EMERGENCY**

In the event of an obvious serious or life-threatening injury, call **9-911** first then Campus Security:

(843) 661-8210 or ext. 8210 - **Main Campus**

(843) 413-2810 or ext. 2810 - **SiMT**

(843) 676-8510 or ext. 8510 - **HSC**

Then proceed with the following:

### **CAMPUS SECURITY RESPONSIBILITIES**

- Call **9-911** if necessary
- Report to the scene. Secure and isolate the area
- Assign an individual to meet and escort emergency medical respondents to the scene
- Notify a family member
- Provide the Police/EMS emergency information
- Ensure proper reports have been filed

### **FACULTY/STAFF RESPONSIBILITIES**

- Call **9-911** if necessary
- Notify Campus Security ASAP. Advise them of the situation. Give the location
- Evaluate the accident scene. Isolate and secure the area
- Direct any unaffected persons to a safer and secured area
- If the scene is safe, proceed to the victim and assess the severity of the injury
- Provide first aid and comfort at the level of your training and ability
- Access the nearest Automated External Defibrillator (AED), if necessary – see below for AED instructions
- Stay with the injured/sick person, if possible, until the arrival of response personnel
- Follow standard precautions regarding possible Blood Borne Pathogens exposure
- Assist the emergency medical responders
- If the scene is not safe (i.e., electrocution, downed wires, etc.), wait for Police/Fire Departments

### **AUTOMATED EXTERNAL DEFIBRILLATORS**

Phillips HeartStart FRx AEDs are installed in all buildings.

- If not treated, cardiac arrest will cause death. In a cardiac arrest situation immediately call for help and activate the emergency response team
- Establish that the patient is in cardiac arrest by using the AED training. Position the Phillips HeartStart Unit near the patient and press the “lid release/on-off” button to open the lid and turn the unit on. The voice prompts will begin and guide you through the response steps
- Expose the patient’s chest. If excessively hairy, use the included razor to shave the hair. If the chest is dirty or wet, wipe it clean and dry. You want to make sure the electrodes make good contact
- Hold down the left side of the electrode packet with one hand and pull the red packet handle with the other to open the packet
- Remove the pads one at a time from the blue plastic pack and attach them to the exposed chest as indicated
- Listen to the voice prompt and don’t touch the patient until instructed to do so. Make sure no one else is touching the patient before the system provides the shock

- If the patient starts to move or breathe, leave the pads in place and ensure they remain connected to the unit. Place the patient in the recovery position, if possible and feasible, and maintain care until arrival of advanced EMS units
- Once EMS arrives, advise them of the action you have taken, how long the patient was unconscious, if you delivered shock, the number of shocks delivered and if you provided CPR. The unit makes a good record of heart rhythms and shocks that can be transferred to a computer at a later time. The pads used may be compatible with EMS larger unit
- After using the unit, if the unit is turned on, press and hold the “lid release/on-off” button for about 2 seconds to turn it off. Clean the unit and its accessories. Transfer the data if required. Replace the charge-pack and electrodes. Close the lid and verify the “OK” symbol appears in the readiness display. Dispose of the used pads and other items appropriately

## CARD 12

### **UTILITY EMERGENCIES**

For all utility emergencies notify Campus Security:

(843) 661-8210 or ext. 8210 - **Main Campus**

(843) 413-2810 or ext. 2810 - **SiMT**

(843) 676-8510 or ext. 8510 - **HSC**

If the situation affects class scheduling, the Crisis Management Team will be activated to determine a plan of action. The Crisis Management Team will determine if any buildings need evacuation.

### **POWER FAILURE**

If power goes off in a building, the Building Safety Marshal will notify Campus Security via Emergency Red Phone in the building or using a cell phone.

### **CAMPUS SECURITY RESPONSIBILITIES**

- Contact the Facilities Management Department to address the problem
- Ensure that the utility company has been contacted

### **CRISIS MANAGEMENT TEAM**

- In the event of an unexpected power outage (or planned outage lasting more than 1 hour), the Crisis Management Team will be activated to determine a plan of action (i.e. cancellation of classes, evacuation of buildings, etc.)

### **FACILITY MANAGEMENT RESPONSIBILITIES**

- Determine the full extent of the power outage for the building administrator
- Contact the utility company as required
- Keep the building administrator advised of the situation

### **GAS LEAK**

### **CAMPUS SECURITY RESPONSIBILITIES**

- Call **9-911**
- Contact the Facilities Management Department to address the problem
- Do not use the fire alarm
- Ensure that the utility company has been contacted

### **FACULTY/STAFF RESPONSIBILITIES**

- Notify Campus Security of any suspected gas leak
- **DO NOT USE** cell phones, radios, pagers, flashlights or anything capable of producing static electricity, sparks, electrical arcs or open flame
- Move students away from the immediate area
- Do not turn any electrical switches on or off
- Assist with, an orderly evacuation when directed
- Do not enter the building until given an **ALL CLEAR** by Fire Department or Campus Security

## **EXPLOSION**

Whenever dealing with any explosions in your building, all persons should be alert to the potential for secondary or subsequent explosions

### **CAMPUS SECURITY RESPONSIBILITIES**

- Call **9-911**
- Ensure emergency personnel have been notified
- Activate evacuation
- Monitor situation and communicate with college officials
- Activate an ALL CLEAR when resolved

### **FACULTY/STAFF RESPONSIBILITIES**

- Follow the evacuation procedures
- Do not re-enter the building until given an ALL CLEAR
- Await further instruction from emergency personnel and college officials



## **CARD 13**

### **HAZARDOUS MATERIALS ACCIDENT**

*Note:* most chemical agents cannot produce a visible cloud.

#### **INDICATORS OF CHEMICAL HAZARD**

- Blisters or rashes
- Unexplained coughing, fatigue, tearing in eyes, dizziness
- Unusual liquid droplets or oily film
- Unexplained animal sickness or death
- Unexplained odors

The scene of any hazardous material accident should be secured and access denied until the arrival of the Fire Department. If any students or staff are contaminated, consider isolating those individuals, notify **9-911** and the Campus Security.

#### **CAMPUS SECURITY RESPONSIBILITIES**

- If chemical release is suspected, notify HVAC personnel promptly:
  - (843) 245-2505
  - (843) 245-2511
- Call **9-911**
- Control the traffic of persons going in/out of building
- Use text alert, email, voicemail, PA system and/or scrolling panels to announce directions for staff and students to remain in classrooms or move to a pre-designated safe/assembly area
- If possible, see that the Materials Safety Data Sheets (MSDS) are obtained for the affected area

#### **FACULTY/STAFF RESPONSIBILITIES**

- If a chemical release is suspected, notify Campus Security
- Advise of injuries/anyone in immediate danger
- Stay calm and keep students calm
- If release is in the classroom, consider evacuating students and bring MSDS sheet out with you
- If outside with students, seek shelter immediately
- Have students cover nose and mouth with handkerchiefs or other material
- Notify others in your area that a spill has occurred
- Prevent others from coming into contact with the spilled chemical
- If the release is outside of the classroom, remain in the room with outside doors and windows closed and locked. Seal gaps under doorways and windows with any cloth available (wet if possible)
- Take attendance and keep class roster in your possession. Await further instructions

# MAIN CAMPUS MAP



## **CARD 15**

### **OFFICES IN MAIN CAMPUS BUILDINGS**

**100 Building** – Admissions • Assessment Center • Classrooms • Enrollment Center • Registrar’s Office • VA Center

**200 Building** – Classrooms • HVAC • Print Shop • Welding

**300 Building** – Classrooms • Success Center

**400 Building** – Classrooms • Fred C. Fore Auditorium • Library

**600 Building** – Automotive Lab • Caterpillar Program • Classrooms

**800 Building (Grounds)** – Offices • Shop

**900 Building (Child Development Center)** – Classrooms • Daycare Center

**5000 Building** – Administration • Bookstore (The Lamplighter) • Business Office • Cafeteria • Classrooms • Financial Aid • Grants & Research • Institutional Advancement • Personnel • President • Project R.I.S.E.

• Public Relations • Purchasing • Science Labs • Student Activities Center • Student Support & Grant Programs • TRiO Programs • Upward Bound • VP for Academic Affairs • VP for Business Affairs

**7000 Building** – Classrooms • Distance Learning Classrooms • Division of Arts and Sciences • Lecture Halls • Math Hub • Media Production Center

**Gould Incubator** – Offices

**Physical Plant** – Offices • Shipping and Receiving • Shops

**Southeastern Institute of Manufacturing and Technology (SiMT)** – 3D Production Studio • Additive Manufacturing Center • Campus Security • Classrooms • Conference Center • Continuing Education • Division of Technical Education • Engineering Technology • IT Department • Machine Tool Technology • Pee Dee Electric Cooperative Auditorium • SiMT Staff