

2025

FLORENCE-DARLINGTON TECHNICAL COLLEGE

EMERGENCY RESPONSE PLAN



Periodic Plan Update

This plan shall be reviewed at least annually by the Emergency Response Team to determine the need to revise or include updates reflective of significant new information, new collaborative agreements, or revised actions to be taken within any of the phases or functions delineated in this plan. Changes as a result of this review shall be communicated to the President's Cabinet for approval. To maintain FDTC readiness, the Emergency Response Team may make timely additions or revisions to the written plan and, as necessary, to communicate those changes and initiate training or re-training to appropriate staff. It is the responsibility of the Emergency Response Team, when such additions or revisions to the plan are undertaken, to report to the President's Cabinet at the earliest possible time and to seek their approval for the continuation of the initiated changes.

Plan last reviewed by:

Dr. Debbie Cheek, VP of Finance and Administration
Andrew Golden, Director of Marketing & Strategic Communications
Chris Taylor, Director of Project Management and Facilities
FDTC Safety Committee

Plan approved by the Executive Council:

(See Record of Revision on Page 24)

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SECTION 1 | INTRODUCTION/OVERVIEW

To ensure the safety of its students and employees, Florence-Darlington Technical College has created this Emergency Response Plan. The purpose of the plan is to guide the college's actions in the event of an emergency, violent incident, or disaster. The decision on whether a situation requires an emergency response will be made by the Director of Security. In all emergencies Local Emergency Responders are in charge of the scene upon arrival.

A. Emergency Response Team

A. Emergency Response Team (ERT)

The Emergency Response Team will meet periodically to review and update the College's Emergency Response Plan. The team will coordinate emergency response training and dissemination of emergency response information for the College. Members of the ERT include:

- Director of Security
- Director of Project Management and Facilities
- Director of Marketing & Communications
- VP of Finance and Administration
- VP of Human Resources & Organizational Development

*Others can be appointed to this team as needed during an emergency response

For more details about the members and their duties, see the Organizational Chart & Responsibilities in the attachments.

B. Training

The ERT will meet periodically to discuss issues associated with the Emergency Response Plan or to follow-up on a specific incident. The ERT will also be required to annually test and document emergency response training.

The ERT will evaluate the procedures followed and make suggested revisions to the Emergency Response Plan after all tests or emergency events. The proposed changes to the Emergency Response Plan will be submitted to the President's Cabinet for approval.

Training helps emergency personnel become familiar with their responsibilities and acquire the skills necessary to perform assigned duties. Tests provide a means to validate plans and procedures and to evaluate the skills of the participants.

The Emergency Response Plan will be posted on the college website. Each member of the ERT will have a copy of the Emergency Response Plan. Additionally, each member of the ERT will develop detailed plans and information to aid in training and response to their specific duties.

Other members of the college community may be added to the ERT as the situation warrants.

B. Incident Command Post (ICP)

An Incident Command Post (ICP) will be established as the situation warrants. The Director of Security will manage the ICP in collaboration with the ERT. The ICP will often be near the emergency incident and will also include the Director of Marketing & Communications, the VP of Finance & Administration, and the Director of Security. The ICP may have radios, mobile phones, computers, fax machine, photocopier, multiple telephone lines, televisions, restroom facilities, and any other services needed to support communication during the emergency incident. It will be the VP of Information Technologies responsibility to ensure all devices are working and that the ICP has access to the internet (if available).

C. Emergency Operations Center (EOC)

The EOC will be established as the situation warrants. The EOC will often be away from the immediate vicinity of the emergency incident and will include the remaining ERT members and the President's Cabinet. The EOC will often be a pre-arranged site on or near campus and may be equipped with radios, mobile phones, computers, fax machines, photocopiers, multiple telephone lines, televisions, restroom facilities, and any other services needed to support communication during the emergency incident. It will be the VP of Information Technologies responsibility to ensure all devices are working and that the EOC has access to the internet (if available).

D. Accommodating Students with Disabilities during a Critical Incident

Emergency Response Procedures for Students with Disabilities

- If the evacuation of a building or area on campus is required, the Campus Security dispatcher will initiate the proper notification procedure for contacting appropriate personnel to advise them of the nature of the evacuation.

Before the Emergency

- The College will advise individuals with disabilities to determine for themselves, with professional consultation, what adaptations to the college's evacuation plan will be needed for them (exit routes, communication methods, and availability and location of evacuation equipment).
- The local fire department will be consulted about training employees.
- The College will make brochures, films, and other emergency response materials readily available to faculty, students, and staff. The College will provide emergency information in an accessible format, such as: providing instructions, maps, etc. to individuals with visual impairments in formats such as tactile/Braille maps, or instructions in large print.
- The College will post evacuation plans.
- College personnel will work with the fire and rescue service providers in the community in developing an evacuation plan for each building.
- Conduct education and training for emergencies for faculty, staff, and students.

During the Emergency

- Individuals with mobility impairments or in wheelchairs may use the building elevator, but NEVER in the case of fire, earthquake or tornado.
- If there is no immediate danger, these individuals should be directed or taken to a stairwell or designated areas until emergency personnel (Fire and/or Public Safety) determine the nature of the situation.
- Individuals who cannot speak loudly should carry a whistle or have other means of attracting the attention of others. In communicating with persons with disabilities, maintain eye contact to ensure that all directions are heard and understood.
- If the plan calls for marshals or other emergency personnel to transport individuals with mobility impairments (using a one-person technique, a two-person technique, a dragging technique, or special devices), these individuals should be well-trained in executing these techniques and in determining which is most appropriate.
- Exit routes and areas of refuge will be properly marked and easily recognizable.
- If there is imminent danger and evacuation cannot be delayed, the individual with a disability should be carried or helped from the building in the best and fastest manner. The person is the best authority on how to move themselves out of the building.

Individuals Who Are Deaf or Hard of Hearing

Alternative warning techniques will be provided.

- Write down the emergency and the nearest evacuation route.
- Switch the light on and off to gain attention; then use gestures or writing to state the emergency and directions.
- Escort the person during egress, as an individual may not be able to follow oral commands issued by authorities.

Observe general guidelines for oral communication.

- Get the attention of the person with a hearing loss before speaking.
- Look at the person when speaking.
- Refrain from smoking, chewing gum, or otherwise blocking the area around the mouth while speaking to facilitate lip reading.
- Speak naturally and clearly without shouting or exaggerating lip movement. Slow down slightly.
- Try to avoid standing in front of windows or other light sources. The glare from behind makes it difficult to read lips and other facial expressions.
- Ask the person with a hearing loss to repeat what was said. If that does not work, then use a pen and paper.
- Speak directly to the person with a hearing loss, not to the interpreter who may be present.
- Use short sentences; they are easier to understand than long sentences with several clauses.
- Repeat the messages if the person does not understand; if repetition does not help, rephrase the message. Initial misunderstandings will clear up over time.
- Use facial expressions, gestures, and other body language to help convey the message.

Seriously Injured Person/Seizures

- Do not move the person if moving the person is life threatening.
- Call 911, then Campus Security at 843.661.8210, and give as much information as possible (the type of assistance needed, nature of the injury, suspected illness, whether or not the person is conscious).
- Advise the dispatcher if an ambulance is needed.
- Keep the person calm and remember First Aid should only be given by a trained professional.
- Remain with the person until the ambulance or the Public Safety officer arrives.
- Document the situation
- During a Seizure:
 1. Do not place anything in the person's mouth
 2. Help them to the ground if they are sitting or standing
 3. Roll them onto their side to keep them from choking
 4. Place something soft under the person's head to protect it

E. Five Phases of Emergency Response

Mitigation/Prevention – What we should be “doing always.” It refers to the things we can and should do to minimize the likelihood of the targeted hazard or condition from becoming an emergency.

Protection – New Phase of Emergency Response that focuses on actions to protect our students, visitors, faculty, and staff against acts of terrorism and manmade or natural disasters.

Preparedness – What we should be “doing now.” It refers to the things we can and should do to be prepared in case of an emergency. These are actions for which there is not likely to be adequate time or resources to complete after the emergency occurs.

Response – What we should be “doing when the emergency occurs.” These are actions we should be ready to take and should take, beginning when we know of the emergency conditions for which we have planned.

Recovery – What we should be “doing after the emergency conditions pass.” These are actions that we should be ready to take and should take when the emergency “response” period is over. With pandemic flu, this does not mean there will be further cases of flu, but the high incidence and continuing spread will have subsided.

Florence-Darlington Technical College has established actions to be carried out during each of the emergency Response phases. Those actions follow:

A. Mitigation

- FDTC will perform life-safety inspections of all buildings annually.
- FDTC will review all emergency response plans and procedures annually.

B. Protection

- FDTC will follow emergency response plans to protect our students, visitors, faculty, and staff.

C. Preparedness

- Each department will review its roles within the Emergency Response Plan.
- Each department will also make sure that employees and students are aware that the emergency plans are available via the FDTC website.

D. Response

- Receive notification of the incident.
- For all incidents, follow procedures as listed in the Emergency Response Plan.
- Maintain an Activity Log of events during the response.

E. Recovery

- For all incidents, follow procedures as listed in the Emergency Response Plan.
- Ensure that employees, students, and visitors are alerted when it is safe to return to normal operations following the Crisis Communications Plan.
- Return to normal operations.
- Obtain a summary of events from all involved in the incident and compile into an After Action Report, including an improvement matrix.

F. Overall Recovery

The recovery campaign will differ based on the type and depth of the emergency incident. The goal is for Florence-Darlington Technical College to recover from the incident and return to normal operations.

Overview:

These elements will be considered by the Florence-Darlington Technical College Emergency Response Team during the recovery phase:

- Is the facility safe for the return of employees and students?
- Establish telecommunications, if lost.
- Secure building(s).
- Determine if an alternate location must be acquired to relocate services.
- Establish a priority order of what operations should resume.
- If damage has been done to any of the facilities, equipment or supplies, pictorial or video documentation must be made.
- Inventory damaged property, equipment, and supplies and prepare replacement requisitions.
- Contact the organization's insurance carrier(s).
- Conduct vital records restoration.
- Inform the Commission members of the event and the status of operations.
- Begin cleanup operations and debris removal, but not until inventory and pictures are made.
- If an injury to students, visitors, faculty, or staff has occurred, contact Human Resources or Student Development Services as appropriate.
- Keep detailed records of the event.
- Account for all incident-related costs with separate cost codes.
- Protect undamaged property.
- Conduct decontamination operations, if applicable.
- Conducts salvage operations.
- Communicate with students and employees through appropriate channels per Crisis Communications Plan.
- Contact media so they can provide necessary information to the community.
- Ensure employee safety and well-being.
- Are employees personally affected by the incident allowed an opportunity to conduct personal affairs?
- Organize crisis counseling for students, faculty and/or staff, if needed.
- Celebrate recovery milestones.

Florence-Darlington Technical College may need to work with the County Emergency Management Division during the recovery phase. Both short-term and long-term recovery may need to occur. Short-term recovery would usually involve restoring all critical utility systems. However, some long-term recovery may be necessary depending on the type of event, which could include facility repairs or restoration.

SECTION II | EMERGENCY RESPONSE ACTIONS

IN CASE OF EMERGENCY DIAL 911

Then alert Campus Security at:

843.661.8210 | Main Campus

843.413.2810 | SiMT

843.676.8510 | HSC

In a **NON**-emergency situation, contact campus security. Cosmetology, Hartsville, Lake City, and Mullins Campuses Do Not have security on location. Dial 911 for all emergencies.

Crimes on Campus or Emergency Situations

A. 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.

B. 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) 661-8090.

C. Suspicious Persons or Items on Campus

Report any suspicious persons, bags, packages, or other out-of-the-ordinary objects promptly to Campus Security.

D. Emergency Notifications

In case of an emergency, the college will notify students, faculty, and staff by phone, text message, email, the FDTC website, and social media channels.

E. Roles and Responsibilities

Campus Security – investigate, provide site security, implement notifications, establish communications, write 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 assist with lock downs and evacuations

Emergency Response Team – called to action in the event of an emergency situation (Vice President of Finance and Administration, Vice President of Human Resources and Organizational Development, Director of Marketing and Strategic Communication, Director of Security, Director of Project Management and Facilities, and others as needed).

EMERGENCY CONTACTS

- Campus Security
843.661.8210 | Main Campus
843.413.2810 | SiMT
843.676.8510 | HSC
- Director of Security – 843.687.0964
- Director of Project Management and Facilities – 843.229.4445

F. Crisis communications

The activation of the crisis communications plan will be determined by the Emergency Response Plan or when additional resources need to be employed to effectively communicate with stakeholders (internal and external).

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

A. Overall procedures

- Calm yourself first, then call 911
- and then Campus Security
843.661.8210 | Main Campus
843.413.2810 | SiMT
843.676.8510 | 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

B. Campus Security Responsibilities

- Immediately declare LOCKDOWN via emergency notification system (text alert, email, voicemail)
- Call 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

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

If the 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 enters 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.

D. 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 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

Bomb Threats & Suspicious Packages

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

A. Overall Procedures

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 911 and then 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 911 and Campus Security from a CAMPUS PHONE. Give your name, phone number and location along with the detailed description of the item

B. Campus Security Responsibilities

- TURN OFF two-way radios, cell phones, and all electronics
- Call 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

C. 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
- Be aware of your surroundings and report anything out of place to Campus Security.
- 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

Death on Campus

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

A. Overall Procedures

- Call 911 and then Campus Security

B. 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

C. Faculty/Staff Responsibilities

- Identify the problem and the location. Secure and isolate the area
- Call 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

Earthquake

A. Overall Procedures

If indoors:

- Seek refuge in a doorway or under a desk or table. Cover your head and neck.
- Stay away from glass, windows, shelves, and heavy equipment
- Watch out for falling objects such as light fixtures, file cabinets, shelves, and other furniture that move or topple.
- Stay undercover until the shaking stops, and then check your area for injuries and hazards. Assist others and remain calm.

If outdoors:

- Move quickly away from buildings, utility poles, and other structures.
- Avoid power or utility lines, as they may be energized
- Protect your head with your arms from falling bricks, glass, plaster, and other debris.
- After the initial shock, evaluate the situation; if you can return to your assigned area, do so, and assist others and remain calm.

B. Campus Security Responsibilities

- If there's a medical emergency, call 911
- If damage has occurred to the building, Campus Security is to evacuate the affected area on campus if it is safe to do so
- Notify emergency responders of any reported missing faculty, staff, or students

C. Faculty/Staff Responsibilities

- TAKE YOUR ATTENDANCE RECORD and THIS BOOK WITH YOU
- Account for all classroom occupants. Keep students quiet and calm
- Remind students and staff of possible after-shocks and tell them to follow the same procedures if aftershocks should occur.
- After the tremors stop, use extreme caution exiting, as the building may be unstable and there may be hazards (e.g., exposed and live electrical lines). DO NOT USE ELEVATORS. Do not re-enter until the structures have been declared safe by the appropriate FDTC staff
- EVACUATE: Evacuate the building; remain out of any driveway close to the building
- If it is unsafe to move from your location, remain in place until help arrives
- If you have additional or missing students, notify Campus Security/emergency responders
- Await further instruction from Campus Security

D. Facility Management Responsibilities

- If there's a medical emergency, call 911
- If damage has occurred to the building, evacuate the affected area on campus
- Check for gas leaks, electrical system damage, or water damage

Evacuation Procedures

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

A. Campus Security Responsibilities

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

B. 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

C. 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.

Fire/Arson

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

A. Overall Procedures

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 the 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 911 of your problem and location
- If you need fresh air, only break the window as a last resort; use caution

How to use a fire extinguisher:

- Remember to P.A.S.S.



B. Campus Security Responsibilities

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

C. 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

D. 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

D. Faculty/Staff Responsibilities (continued)

- 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

E. Emergency Response Team (Building Safety Marshals and Floor Safety Captains)

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

Lockdown Procedures

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

A. Campus Security Responsibilities

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

B. Facility Management

- Close and lock building exterior doors

C. 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 an 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

Elevator Emergency Procedures

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

A. Overall Procedures

- 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 Technician or Maintenance personnel will be called to take care of the problem

B. 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 cell 843.861.5431
- If unable to reach Maintenance Supervisor, call the Director of Project Management and Facilities at 843.661.8231 or cell 843.229.4445
- If no answer, proceed by calling 911
- Do not try to remove anyone from the elevator. Wait for Elevator Technician 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.
- 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

C. 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

Tornado/Severe Weather

Tornado watch: conditions are right for a tornado. Tornado warning: a funnel cloud has been sighted. TAKE COVER.

A. Overall Procedures

- The Office of Campus Security and Facilities Management will be alerted to potential severe or inclement weather by the Department of Marketing & Communications
- Upon receipt of this information, notification will be made to the college by the emergency communications network (text alert, email, voicemail, building safety marshals, and the college website).
- 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.

B. Campus Security Responsibilities

- The Office of Campus Security will be alerted to potential severe or inclement weather by the Department of Marketing & Communications
- 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 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

C. 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

D. Facility Management Responsibilities

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

Medical Emergency

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

A. Campus Security Responsibilities

- Call 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

B. Faculty/Staff Responsibilities

- Call 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

C. 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 the 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 a 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

Utility Emergencies

For all utility emergencies notify Campus Security

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

A. Power failure

If power goes off in a building, the Building Safety Marshal will notify Campus Security

1. Campus Security Responsibilities

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

2. Emergency Response 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.)

3. 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

B. Gas Leak

1. Campus Security Responsibilities

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

2. 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

C. Explosion

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

1. Campus Security Responsibilities

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

2. 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

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

A. Overall Procedures

- 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 911 and the Campus Security.

B. Campus Security Responsibilities

- If chemical release is suspected, notify HVAC personnel promptly:
Jeff Kirby | 843.245.2505
- Call 911
- Control the traffic of persons going in/out of building
- Use text alert, email, and voicemail 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

C. 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 a release is in the classroom, consider evacuating students and bringing 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

SECTION III | ATTACHMENTS

Emergency Response Team: Organizational Chart & Responsibilities

Crisis Communications Plan

OVERVIEW

The Florence-Darlington Technical College (FDTC) Crisis Communications Plan documents the process for effectively providing crisis communications support at the time of a crisis or potential crisis. The goal of this crisis communication plan is to establish guidelines for dealing with a variety of situations, and to ensure that campus officials and communicators are familiar with the procedures outlined, and their roles in the event of a crisis. The plan is designed to be used in conjunction with the normal decision-making hierarchy of the college and does not replace that decision-making process. It is important that both internal and external stakeholders be provided with accurate, thorough, and timely information in a time of crisis. It is also important that FDTC speaks with one voice so that misinformation is not disseminated. Effective communication can protect or enhance the reputation of FDTC and strengthen the standing of the institution and its ability to fulfill its mission. At a time of crisis, consistent communication ensures that FDTC's position or action is clear and understood, the rationale for policy or decisions is transparent and fair, and that stakeholders, both internal and external, understand, and if possible, support FDTC's priorities and decisions. For purposes of this plan, a crisis is defined as any situation that prompts significant, often sustained, news coverage and public scrutiny, and has the potential to damage the integrity, image, financial stability, and/or reputation of FDTC. This may include a natural or man-made disaster or emergency, a controversy or a legal dispute or the failure to appropriately respond to any one of these types of occurrences with speed and completeness. This plan provides a framework for effectively communicating to stakeholders accurately and consistently, utilizing resources available, resulting in successful resolution. This Crisis Communications Plan is a separate document.

Campus Map



CAMPUS MAP FLORENCE-DARLINGTON TECHNICAL COLLEGE

BUILDING KEY

SOUTHEASTERN INSTITUTE OF MANUFACTURING AND TECHNOLOGY (SiMT)
Corporate & Workforce Development
Pee Dee Electric Auditorium

GOULD INCUBATOR

650 Automotive/HVAC Center
900 Child Development Center
600 Caterpillar Academy
800 Grounds
7000 Math and Technology Center
5000

1st FLOOR Campus Bookstore
Student Lounge

2nd FLOOR Presidents Office
Academic Affairs
Business Offices
Education Foundation
Honda Auditorium
Human Resources

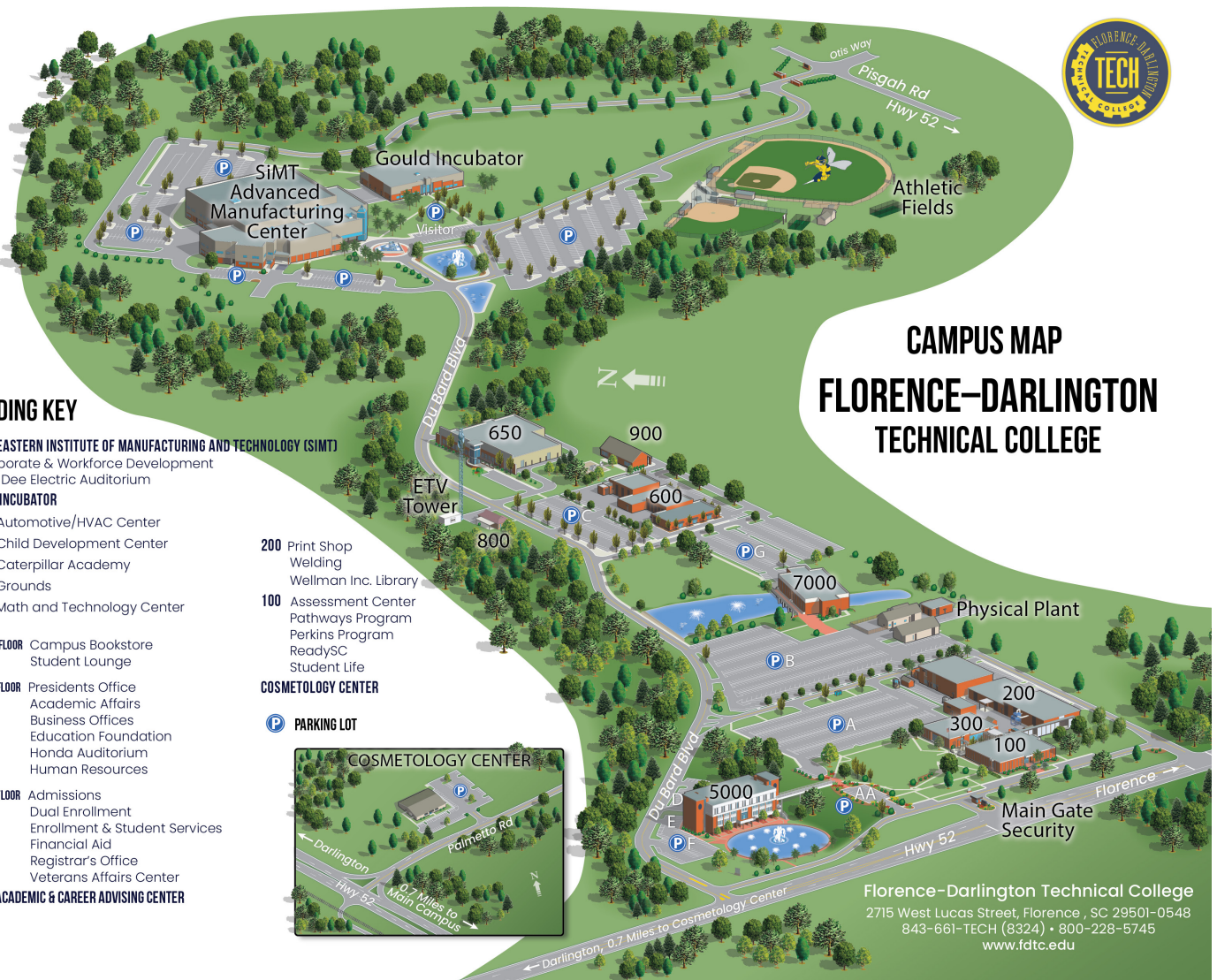
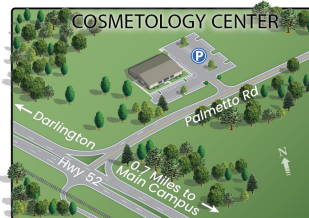
3rd FLOOR Admissions
Dual Enrollment
Enrollment & Student Services
Financial Aid
Registrar's Office
Veterans Affairs Center

300 ACADEMIC & CAREER ADVISING CENTER

200 Print Shop
Welding
Wellman Inc. Library
100 Assessment Center
Pathways Program
Perkins Program
ReadySC
Student Life

COSMETOLOGY CENTER

P PARKING LOT



Florence-Darlington Technical College
2715 West Lucas Street, Florence, SC 29501-0548
843-661-TECH (8324) • 800-228-5745
www.fdtc.edu

Offices in Main Campus Buildings:

100 Building: ADA Services, CCampus, Classrooms, Faculty Offices, Pathways, Student Life and Career Development, and Testing Center

200 Building: Classrooms, Faculty Offices, Library, Print Shop, and Welding

300 Building: Classrooms, Faculty Offices, Academic and Career Advising Center, and Tutoring Center

600 Building: Caterpillar Program, Classrooms, and Faculty Offices

800 Building: Grounds Offices and Shop

900 Building: Child Development Center, Classrooms, and Daycare Center

5000 Building:

- 1st floor – Bookstore, Student Center, and TRiO Program
- 2nd floor – Academic Affairs, Business Office, Educational Foundation, Finance and Administration, Faculty Offices, Human Resources, Institutional Grants, Institutional Research and Effectiveness, President's Office, Marketing and Communications, and Purchasing
- 3rd floor – Admissions, Classrooms, Financial Aid, Registrar's Office
- 4th floor – Classrooms, Faculty Offices, and Science Labs

7000 Building:

- 1st floor – Classrooms, Faculty Offices, Lecture Halls, and Math Hub
- 2nd floor – Classrooms, Distance Learning Classrooms, Division of Technical and General Education, Faculty Offices, HelpDesk, Lecture Halls, and Media Production Center

Gould Incubator: Offices

Physical Plant: Offices, Shipping and Receiving and Shops

Southeastern Institute of Manufacturing and Technology (SiMT):

- 1st floor – Additive Manufacturing Center, Campus Security, Conference Center, Corporate and Workforce Development, Engineering Technology, Florence County Economic Development, IT Department, Machine Tool Technology, and MPD Electric Cooperative Auditorium
- 2nd floor – Athletics Offices, Classrooms, Corporate and Workforce Development Administration, and SiMT Staff

Record of Approval Status/Changes/Revisions

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Full Document	Multiple Revisions	19 August 2024	
Full Document	Safety Committee/Multiple Revisions	16 July 2025	