

COLLEGE of CHARLESTON

EMERGENCY PROCEDURES

..... QUICK REFERENCE

PHONE NUMBERS

PUBLIC SAFETY

Emergencies: 843.953.5611

Non-Emergencies: 843.953.5609

PHYSICAL PLANT: 843.953.5550

WEATHER LINE: 843.725.RAIN (843.725.7246)

WEBSITE: www.cofc.edu/emergency

WHAT TO DO...

FIRES

- Activate the nearest fire alarm pull station.
- Call Public Safety at 843.953.5611.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Do not re-enter the building until authorized to do so by emergency personnel.

BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
- Close doors as you exit.
- Move all personnel to a safe area, away from the building in danger.

SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call Public Safety at 843.953.5611.
- Notify your building administrator, residence hall director or RA.

BOMB THREATS

- Remain calm.
- Get as much information as possible from the threatening caller.
- Call Public Safety at 843.953.5611.
- Follow instructions from emergency personnel.

SUSPICIOUS BEHAVIOR/ PERSONS OF CONCERN

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call Public Safety at 843.953.5611.

ACTIVE SHOOTERS

- If possible, exit the building immediately and call Public Safety at 843.953.5611.
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call Public Safety at 843.953.5611.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see "what is happening."
- Do not attempt to confront or apprehend the shooter, unless as a last resort.
- Do not assume someone else has called police or emergency personnel.

WEATHER EMERGENCIES

- Call the Emergency Weather Hotline at 843.725.7246 (843.725.RAIN).
- For procedures, refer to the College's Hurricane Plan online at www.cofc.edu/emergency.
- Throughout the event, continue to check the Emergency Website at www.cofc.edu/emergency.
- For updates, monitor local television and radio stations for announcements.

IN AN EMERGENCY, CALL PUBLIC SAFETY AT 843.953.5611

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WHAT TO DO...

FLOODING

Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:

- If you can do so safely:
 - Secure vital equipment, records and hazardous materials.
 - Shut off non-essential electrical equipment.
 - Wait for instructions from Public Safety or Physical Plant.
- Move all personnel to a safe area, away from the building in danger.
- Do not return to the building until instructed to do so by Public Safety or Physical Plant.
- Call Physical Plant for assistance with flood clean-up at 843.953.5550.

GAS LEAKS, FUMES, VAPORS

If you detect natural gas, fumes or vapors:

- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call Public Safety at 843.953.5611.
- Clear the area immediately if instructed to do so by the emergency dispatcher.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

HAZARDOUS MATERIALS SPILLS

Hazardous material spill, incident or release for which assistance is needed:

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area: Call Public Safety at 843.953.5611.
- Be prepared to provide the following information:
 - Name of the material
 - Quantity of material
 - Time of the incident
 - Location of the incident
 - If anyone is injured or exposed to material

- If a fire or explosive is involved
- Your name, phone number and location
- Follow instructions provided by the emergency responders.
- Evacuate, if necessary.

MEDICAL EMERGENCIES

- Cardiac Arrest/Heart Attack
 - Assess the scene for danger.
 - Check the victim.
 - Call or instruct someone to call Public Safety/EMS at 843.953.5611.
 - Locate an Automated External Defibrillator (AED), if one is available.
 - Perform CPR.
- Burns
 - Remove the cause of the burn.
 - Flush the area with water.
 - Do not apply a dressing or creams or lotions.
 - Call Public Safety/EMS at 843.953.5611.
- Bleeding
 - Apply firm but gentle pressure to the wound with a clean cloth or tissue.
 - Immobilize the body part.
 - Keep person lying down.
 - Call Public Safety/EMS at 843.953.5611.

MEDIA INQUIRIES

Do not attempt to answer media questions about campus emergencies, either in person or by phone. If you are contacted by a news reporter, refer them to the nearest Public Safety officer for information or ask them to call the Office of Media Relations at 843.953.5667.

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