

**SOUTH CAROLINA STATE UNIVERSITY**

# **Emergency Operations Guide**



**Updated Summer 2014**

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## ***INTRODUCTION***

South Carolina State University has as its primary concern the safety and well-being of individuals. This Emergency Operations Guide (EOG) details procedures to follow in case of an emergency on the University campus. The University's EOG focuses on activities during a specific emergency situation that has an impact on personnel, a specific area and/or the campus at-large. A copy of this document should be maintained in each office and will be located on the university website. It is important that faculty, staff and students are aware of actions to be taken in case of an emergency.

For further information on the University's emergency procedures, contact the:

**Campus Police Office (803)-536-7188 and/or**

**Fire Marshal (803) 516-4598.**

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## ***EMERGENCY CHAIN OF COMMAND***

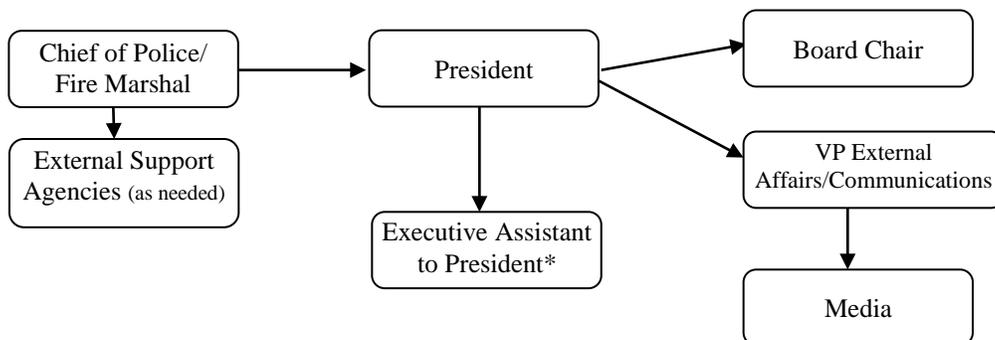
The Emergency Management Team (EMT) is delegated full authority by the Board and President of South Carolina State University to:

- A. Implement a swift, unified, and comprehensive response to an emergency situation;
- B. Investigate and evaluate serious incidents for the purpose of preventing or minimizing the impact of a future incident; and
- C. Handle public and internal communication related to the event.

The Chain-of-Command is listed below:

- 1. Chief of Police/ Fire Marshal, if applicable
- 2. President/Designee

Initial flow of information is as follows:



# ***MASS NOTIFICATION GUIDELINES***

## **Emergency Mass Notification Procedures:**

SC State University has implemented a campus-wide emergency notification system which can be activated to alert the campus community in the event of a serious emergency. The system consists of three primary components, some or all of which may be activated in the event of an immediate threat to the SCSU community:

### **A. Emergency Warning Sirens**

#### **When the emergency sirens are activated, all campus occupants are to:**

1. Immediately increase awareness of surroundings and be alert for any type of potential threat.
2. Activate personal communication devices to prepare for receipt of emergency information messages (e.g. cell phones, pagers, etc.)
3. If outdoors, prepare to move to an area of shelter or safety using caution before automatically moving into any specific building until the exact nature of the emergency and/or the areas of campus involved are known.
4. If indoors, prepare to initiate evacuation, shelter-in-place, or emergency lockdown procedures.

#### **The siren tones are as follows and procedures should be followed based on the emergency.**

1. **Hi/Lo Siren** – Followed by an event description and immediate procedure(s).
  - a. Shelter-in-place
  - b. Move to shelter indoors
  - c. Lockdown
  - d. Campus Evacuation
  - e. Standby for further instructions
2. **All Clear Tone** – Signaling the incident/event is over.

### **B. The Bulldog Alert Messaging System**

The Bulldog Alert messaging system may be activated to send a combination of text and voice messages to those communication devices that are entered into the university's emergency notification database. These messages will contain important information about the emergency and/or specific response instructions. Parents and guardians of SCSU students can receive voice and text messages upon inclusion of their communication device numbers in the SCSU database by signing up on the Bulldog Emergency Campus Notification system, go to: <http://www.scsu.edu/currentstudents/campusnotifications.aspx>.

### **C. Email and SCSU Website**

All students are issued a campus email upon enrollment and all employees are issued email addresses upon employment. Students and employees should take responsibility for regularly checking their e-mail. Once Public Relations has been notified in the event of an incident, emergency notifications shall be placed on the SCSU's message boards via the University website, emails included in e-2campus, Facebook and twitter.

### **D. Testing**

The SC State University Police Department and the Fire Safety Division are responsible for conducting announced and unannounced tests of emergency response and evacuation procedures, and for maintaining documentation for each test, including a description of the exercise, the date, time, and whether it was announced or unannounced. SC State University will publish a summary of its emergency response and evacuation procedures in conjunction with at least one test per calendar year.

### **E. Lockdown**

- Make sure you have your keys at all times.
- You will be notified that we are going into lockdown
- When you are notified of the lockdown, please do not call the campus police for information.
- Do not use or allow students to use telephones or cell phones.
- Faculty should quickly check halls and get students into classrooms – even if they aren't in your class.
- Secure your room/office: Lock all doors (interior and exterior), close blinds, turn off lights, and keep down and away from the windows and door. **(Stay out of sight.)**
- If outside during lockdown, get to the nearest *safe* location as soon as possible
- There should be no entrances to or exits from the campus during a lockdown (walking or driving).
- The lockdown is maintained until an “all clear” code is called.

# ***EMERGENCY PROCEDURES***

## **HAZARDOUS WEATHER**

### **Procedures: In the event of hazardous weather conditions**

One of the primary concerns is the winter weather's ability to knock out heat, power and communications services, sometimes for days at a time. Heavy snowfall and extreme cold can immobilize the entire campus and/or local community.

Before winter approaches, the university will add the following supplies:

- ✓ Rock salt or more environmentally safe products to melt ice on walkways.
- ✓ Sand to improve traction.
- ✓ Snow shovels and other snow removal equipment.
- ✓ Sufficient heating fuel.
- ✓ Adequate mats and blankets to keep warm, in case a shelter is needed.

The campus police chief and facilities manager will communicate with the County Emergency Operations Center to receive up-to-date information on forecasts for hazardous weather conditions (snow, severe thunderstorms, ice storm, etc.). Once it has been determined that safety procedures are necessary the Emergency Preparedness Committee will meet and consider the following options.

1. Closing the University
  - a. Identify notification timeline to students and personnel
2. Providing shelter on campus
  - a. Loss of electrical power
  - b. Flooding
  - c. Unsafe campus streets
3. Seeking relocation of students

Students and personnel will be notified via campus email, E-2 campus, or twitter messaging either the day prior to the expected event or no later than 5:00am of the morning of the expected event. The specific timeline will depend on the event, whether time is required for relocating students away from campus, and/or the severity of the event.

## **FIRE**

### **Procedures: In the event of a fire within a University building:**



1. Sound the fire alarm, immediately.
2. Call 911.
3. Notify the Fire Marshal (803) 516-4598 and/or Campus Police Office (803) 536-7188.
4. Evacuate the building according to the following procedures:
  - a. Students will walk out of his/her designated exit, away from the fire.
  - b. Classroom windows should be closed. Classroom doors should also be closed, by the last person to leave the room.
  - c. Faculty and/or staff will take his/her class lists of students.
  - d. Faculty, staff, and students must go a minimum of 200 feet from the building.
  - e. Faculty and staff are responsible for the students under their supervision and must take attendance, accounting for each student. Students who are unaccounted for are to be reported to the campus police immediately.
  - f. Faculty and staff are to follow the evacuation procedures posted throughout the campus and in each classroom throughout the year.
5. Notify the campus police and facilities of a break, or suspected break, in gas or electrical lines which would present an additional hazard.
6. Faculty, staff, and students will be allowed to return to the building(s) under the direction of the campus police, only upon the recommendation of the senior fire official on the scene.
7. Decisions regarding class dismissal or other further actions are the prerogative of the University administration.

### Faculty and Staff

- a. Help evacuate students.
- b. Keep students calm and orderly.
- c. Check bathrooms and other spaces for students and other persons.
- d. Notify the campus police of any missing faculty, staff, or students.

## **UNWANTED INTRUDER**

A person or persons who have no business on the University campus.

1. If the intruder is hostile, threatening, or has a weapon call campus police at 803-536-7188
2. If a siren indicates an unwanted intruder who has become violent, faculty and staff are to lock their room doors, turn off the room lights, mute cell phones, and keep students in a corner of the room away from the door. When law enforcement arrives and deems it safe then evacuate to safest position away from the intruder(s).
3. If shots are fired, lock room doors, turn off the room lights, mute cell phones and keep students in a corner of the room away from the door. When law enforcement arrives and deems it safe then evacuate to safest position away from the intruder(s).
4. Do not try to disarm the intruder(s) if he/she/they has/have a weapon(s), leave this to the campus police or local law enforcement.

## **STUDENT IN POSSESSION OF WEAPON(S) ON CAMPUS**

Whenever a student is observed or reported to have a weapon or weapons on campus, alert the staff and faculty to be aware that a student is on campus in possession of a weapon or weapons and give the student's location if known.

1. Notify campus police at 803-536-7188
2. Notify faculty and staff.
3. Assess the situation to determine follow-up steps.

### Faculty and Staff

- a. Protect and supervise students by locking all classroom doors, turning off classroom lights, and moving students to a corner of the room away from the door(s).
- b. Assist in evacuation if deemed safe to do so by campus police or local law enforcement.

## **ACTIVE SHOOTER**

If it is possible to do so safely, exit the building immediately when you become aware of an “active shooter” incident, moving away from the immediate path of danger. Then, take the following steps:

1. Evacuate to a safe indoor area away from the danger and take protective cover. If possible, go to another campus building. Stay there until assistance arrives.
2. Call campus police at 803-536-7188 or 9-1-1 and provide the dispatcher with the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible),
  - c. Number of shooters (if known),
  - d. Identification or description of shooter(s), if known
  - e. Number of persons who may be involved,
  - f. Your exact location, and
  - g. Injuries to anyone, if known.
3. If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:
  - a. Go to the nearest room or office.
  - b. Close and lock the door, if possible.
  - c. Turn off the lights.
  - d. Seek protective cover.
  - e. Keep quiet and act as if no one is in the room.
  - f. Silence your cell phones.
  - g. Do not answer the door.
  - h. Call 9-1-1 and provide the dispatcher with the information listed in #2:
5. Wait for responding law enforcement officers to assist you out of the building.

## **STUDENT DISTURBANCE**

Unruly or disruptive behavior on the part of one or more students should be handled as follows:

- A. If misbehavior is not serious, attempt to have student return to his/her normal routine.
- B. Call for law enforcement assistance if the disruption continues or injury occurs.
- C. If the behavior could result in injury or further disruption, try to get disruptive student isolated from the general student body.

## **DEATH OR SERIOUS INJURY ON CAMPUS**

Whenever a student, faculty and/or staff member, or visitor on campus is seriously injured or dies.

- 1. Notify campus police. (803)-536-7188
- 2. Determine injuries and provide first aid, as necessary.
- 3. Call 911.
- 4. Restore calm by having students and faculty either stay in class or return to class.
- 5. Assess the extent of the situation by determining who or what was involved or caused the death or serious injury.
- 6. Identify witnesses and secure the area.

### Faculty and Staff

- a. Supervise students and move them away from the incident.
- b. Assist campus police, as requested.

## **HOSTAGE SITUATION**

Where one or more persons are held against his/her will while on campus.

1. Notify campus police. (803)-536-7188
2. A siren will be heard - faculty and staff are to lock their room doors, turn off the room lights, and keep students in a corner of the room away from the door. When law enforcement arrives and deems it safe then evacuate students to safest position away from the hostage situation.
3. Do not try to rescue the hostage.
4. Gather all facts regarding the situation for law enforcement.
5. Keep notes on times, any communications from the person holding the hostage, and other witness information.
6. Provide law enforcement of the location within the building.

### Faculty and Staff

- a. Supervise students and move them away from the incident.
- b. Assist campus police, as requested.

## **BOMB THREAT AND/OR EXPLOSION**



### **A. In the event of a Bomb Threat**

If a phone threat is made, obtain as many details as possible and complete the following:

1. Call 9-1-1.
2. Notify campus police: (803)-536-7188
3. Activate fire alarm. Normal fire alarm procedures will be used.
4. Check evacuation route and area being evacuated for devices or secondary devices.
5. Evacuate the building(s) and move to execute the fire evacuation plan.
6. Faculty, staff, and students must go a minimum of 200 feet from the building so as to be out of the way of emergency vehicles.
7. Faculty and staff should listen and look for unusual or suspicious noises, devices, or disturbances during evacuation. **DO NOT TOUCH ANYTHING THAT LOOKS SUSPICIOUS OR OUT OF PLACE.** Report its location to campus police.
8. **Do not use 2-way radios or cell phones as they may trigger the device(s). Do not use cell phones.**

### **B. In the event of an Explosion**

1. Activate fire alarm. Normal fire alarm procedures will be used.
2. Call 911.
3. Notify campus police: (803)-536-7188
4. Determine location and extent of explosion.
5. Check evacuation route and area being evacuated for secondary devices.
6. Evacuate the building and move to execute the fire evacuation plan, unless conditions warrant special instructions.
7. Faculty, staff, and students must go a minimum of 200 feet from the building so as to be out of the way of emergency vehicles.
8. Assist with injured or wounded.
9. Secure area until law enforcement and fire personnel arrive.
10. **Do not use 2-way radios or cell phones as they may trigger secondary device(s). Do not use cell phones.**
11. Faculty, staff, and students should use arms, books, coats, etc., to protect their face and head from flying debris. They should stay in this position until flying debris ceases.

## HURRICANES

Hurricanes are not likely to catch the University unaware, since the National Weather Service provides advance notice. During a hurricane the University will normally be closed. Preparation for the hurricane will be made by moving all loose objects inside; making backup copies of all data and storing it in a safe place, and make sure all gas is turned off.



## TORNADO OR SEVERE THUNDERSTORM

Tornados and severe thunderstorms can occur suddenly with very little warning.

1. Notify the campus police of the sighting.(803-536-7188)
2. Call 911 if a tornado is spotted.

### Definitions

- a. Tornado or Severe Thunderstorm Watch: Conditions are favorable for a tornado or severe thunderstorm.
  - b. Tornado or Severe Thunderstorm Warning: A tornado has been spotted or a severe thunderstorm is happening.
  - c. Signals: A tone on the Siren system. If the electricity is off the announcement will be by portable bullhorn.
3. A need to take shelter will be given via the mass notification system.
  4. Faculty, staff, and students should proceed to their designated shelter position against an inside wall and assume a kneeling position, head down, with hands covering their heads.
  5. Faculty, staff, and students in unsafe locations at the time of the warning will go to assigned locations. Faculty and staff will know where to take students who are in their charge.
  6. Classroom doors are to be closed.
  7. Students should remain calm and extremely quiet so that necessary directions may be called.
  8. When the danger has passed, the all-clear signal will be a verbal or siren announcement.
  9. Under no circumstances are students to be in the gym, cafeteria, or room with wide roof expanse during a tornado or severe thunderstorm.
  10. All window and doors are to be closed and blinds are to be closed on all windows.
  11. Check bathrooms and other spaces for students and other persons and notify the campus police of any missing faculty, staff or students.

## **EARTHQUAKE**

Movements in the earth's crust that may cause trembling and shaking of buildings and the ground.



1. A tone from the siren or the use of a bullhorn will alert staff and students.
2. Use arms, books, coats, etc. to protect the face and head from flying debris.
3. Stay in this position until building tremors and/or flying debris ceases.
4. When the alarm sounds, evacuate a safe distance from the buildings. If electricity is inoperative, a bullhorn or other communication will signal evacuation.
5. Await further instructions.
6. Check bathrooms and other spaces for students and other persons.
7. Notify the campus police of any missing faculty, staff, or students

## **HAZARDOUS MATERIAL EVENT**

A hazardous material spill near the University could pose a serious health and safety threat to the faculty, staff, and students. The local emergency services office will notify the University if a spill happens near its campus. They will direct the campus police to either evacuate the faculty, staff and students or to shelter in place. If order to shelter in place, all windows and doors will have to be closed and kept closed. All outside air intakes will have to be closed and all air conditioning and heating equipment will have to be turned off. No one will be permitted to enter or leave the buildings or campus as long as the shelter in place order is in effect.

### Faculty and Staff

- a. Help evacuate or assist in shelter in place order.
- b. Keep students calm and orderly.
- c. Notify the campus police of any student emergency.

## TRAPPED ELEVATOR VICTIM

Elevators can malfunction at any given time, trapping victims inside.

An elevator **incident** would include a “stuck” elevator with trapped occupants who are not in immediate danger, have suffered no evidence of injury and are not experiencing any problems due to an existing medical condition (i.e., cardiac related, diabetes, etc).

An elevator **emergency** would include a “stuck” elevator with a fire endangering occupants, an injured person and/or an occupant experiencing a panic attack.

- 1 Stay calm.** It is important to remain calm and have a collective mindset.
- 2 Find a light source if the lights are out.** If the elevator is dark, you can create some light by using a key chain flash light or opening your cell phone or PDA. Try your best not to keep the device on for so long that battery power is drained.
- 3 Press the call button.** If it's dark, use the light source to find the call button.
- 4 If there's no answer, try calling for help.** If there is no response, check your cell phone for reception. If you have any reception, call campus police: (803)-536-7188 or 911. If there is still no response, press the alarm button a few times.
- 5. Press the "door open" button.** Sometimes, this button can just get jammed, and if you press it, it will open the elevator door. You can also try the "door close" button, which may have gotten jammed as well. You can also try pressing the button of a floor below where the elevator is currently resting.
- 6 If you cannot call for help, try to get the attention of the people outside the elevator.** Shouting can help alert people who are outside the elevator to your situation, but make sure you stay reasonably calm when you are calling for help.
- 7 Wait it out.** If you are not in an extreme life-or-death situation, just wait it out.
  - Though it may be hard to create ice breakers or conversation starters when you're trapped in an elevator with others, just keep the conversation going.
  - If you're by yourself, try to occupy yourself. If you have a magazine or book on hand, consider yourself lucky. Don't waste your phone power by playing with your phone.
- 8 If all else fails and you're in a dangerous situation, break out.** If nothing works and you are in an extreme life-or-death emergency, do whatever you can to get out of the elevator. Here are some things to keep in mind as you try to break out:
  - Pull or push the "stop" button to ensure the elevator doesn't move while you're attempting to crawl out.
  - Try to pry open the elevator door. If you're aligned with a floor, you may be able to pry open the doors and walk out. Look around the elevator to see if you can find any objects on the walls that can help you pry the doors open.

**Victim with Injuries/Medical Condition/Panic Attack:**

1. Attempt to talk with the victim(s) in a calm and collective manner to determine their condition or extent of injuries. Gather as much information as possible to be relayed to emergency personnel. Information needed will include the location, number of victims, condition of victims and the possible cause (fire, electrical, fall, etc.)
2. Call -- 911
3. Call the SCSU Police Department: 803-536-7188
4. Call Facilities Management: during business hours (Office) 803-516-4909; after hours (Boiler Plant) 803-768-2121
5. Provide any comfort or assistance to the victim(s) if possible, until emergency personnel arrive. Make sure the area is clear for personnel to respond/arrive. Once emergency personnel arrive assist them if requested.

**UTILITY EMERGENCY**

Utility emergencies can involve a gas leak, a downed power line, a power failure, a water main break, or a sewer line break. The proper utility company should be called immediately. Most utility emergencies are not life threatening.

1. Determine if situation is life threatening.
2. Call 911 if the situation is life threatening (downed power line or gas leak).
3. Notify campus police: (803)-536-7188
4. Determine if buildings need to be evacuated. If evacuation is needed, follow the fire drill procedure with a verbal announcement over the siren, followed by manually tripping the fire alarm. In the event of an electrical failure, a bullhorn may be used.
5. Faculty and Staff are to be responsible for all students

## **ACCIDENT, SERIOUS INJURY, OR ILLNESS**

An emergency where one or many are sick or injured. Immediate concern is to aid the injured or sick person.

1. Assess the scene
  - a. Is it safe?
  - b. How many victims?
  - c. What mechanism involved in the situation?
2. Address life threatening injury
  - d. Airway (head tilt, chin lift)
  - e. Breathing (rescue breathing)
  - f. Circulation (pulse at neck; compressions if needed).
3. Notification
  - g. Notify campus police. (803)-536-7188
  - h. Call 911 (if needed).
  - i. Notify Brooks Health Center.
  - j. If trained personnel are available, call on them to assist in lifesaving care.
4. Faculty and Staff
  - k. Stay with sick or injured.
  - l. Assess first aid needs.
  - m. Help with first aid.

## **ANIMAL INCIDENT**

Any direct contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences. Such contact should be reported to local authorities at 9-1-1. Only trained animal technicians should handle animals. If a wild animal, such as a bat or a raccoon, is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away.

### **Venomous Animals**

In the case of a bite or other injury caused by a venomous animal (e.g. a black widow recluse spider) or an allergic reaction to an insect or other animal do the following:

1. Call 9-1-1 immediately for emergency medical assistance.
2. Give your name, location, and if possible, the species or type of animal involved.
3. Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby.
4. Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.

## **UNIVERSITY EVENT EMERGENCY**

Emergencies that occur during a University sponsored event. These include personal injury, illness, accidents, suspected criminal activity, and other emergencies which pose an immediate threat to personal safety.

The faculty or staff member in charge shall have sole responsibility for complying with the steps outlined. If additional faculty and staff are available, they may be assigned one or more of the duties.

1. Planning for an Event.
  - a. Arrange for on-site security (campus police and local law enforcement) for spectator event.
  - b. Arrange for on-site emergency medical service personnel for athletic events that have potential for injuries.
  - c. Insure that communications equipment is available and is in working order (e.g., PA system, portable two-way radios, cellular phones).
  - d. Insure adequate staffing for the event.
  - e. Verify with the SCSU Facilities Management that the event is safe and code compliant.

In the event that a University Facility has been rented for an event, insure that all safety criteria have been referenced and the contract required by policy has been signed.

2. At the Event
  - a. Provide necessary immediate first aid.
  - b. Contact required emergency assistance (e.g., law enforcement, fire department, EMS) through 911, if not immediately available.
  - c. Secure immediate area if criminal activity is suspected.
  - d. Assess extent of the situation and identify witnesses.
  - e. Restore calm among those in attendance.
  - f. Assist emergency service personnel as needed.

## APPENDIX

### HOW TO STOP SPREAD OF GERMS

#### How Germs Spread

The flu (influenza) and colds are illnesses that are caused by viruses that infect the nose, throat, and lungs. The flu and colds are usually spread from person to person when an infected person coughs or sneezes.

#### How to Help Stop the Spread of Germs

1. **Cover Mouth and Nose When You Cough or Sneeze:** Cough or sneeze into a tissue then throw it away. Always cover your cough or sneeze, then clean hands well.
2. **Clean Hands Often:** When available wash hands with soap and warm water, rub hands vigorously together and scrub all surfaces, wash for 15-20 seconds and the soap combined with the scrubbing action helps dislodge and remove germs. When soap and water are not available alcohol-based disposable hand wipes or gel sanitizers should be used. When using a gel, rub the gel on hands until they are dry. The gel does not need water to be effective. The alcohol in the product kills the germs that cause colds and the Flu.
3. **Avoid Touching Eyes, Nose, or Mouth:** Germs are often spread when one touches an object that is contaminated with germs and then touches their eyes, nose, or mouth. Germs can live for a long time (some 2 hours or more) on surfaces such as doorknobs, desks, tables, etc.
4. **Stay Home When Sick:** If you are sick or have flu-like symptoms stay at home, get plenty of rest, and follow-up with a health care provider as needed. Your employer may need a doctor's note for an excused absence. Keeping your distance from others when you are sick will help protect you from becoming sick also.

#### Common Symptoms of the Flu Include:

- a. Fever (usually high)
- b. Headache
- c. Extreme tiredness
- d. Cough
- e. Runny or stuffy nose
- f. Sore throat
- g. Muscle aches
- h. Nausea, vomiting, and diarrhea (more common in children than adults)

#### Practice Good Health Habits Such as:

**Good nutrition**

**Proper exercise**

**Regular health checkups**

## EMERGENCY BUILDING EVACUATION ROUTES

If a decision is made to evacuate a building or buildings, a designated person from each building will be notified by the SCSU Police Department and asked to alert other persons in their work area. Depending on the situation, it may also be necessary to notify offices in other buildings. If a fire alarm is sounded, then notifications may not be necessary. Fire alarms should only be activated when there is visible smoke, or a fire in the building. All other evacuations should be done by word or mouth, unless otherwise directed by campus officials.

### EVACUATION ROUTES

**Belcher Hall Classroom Building, Rear and Left Side**- Exit through the nearest door and head straight across to Speech Hearing Center or Moss Hall (sidewalk area), whichever is closest.

**Belcher Hall Classroom Building, Front** - Exit through the nearest rear door and head straight across the parking lot to the Donma parking lot (sidewalk that leads to MLK Building).

**MLK Auditorium and Nance Hall Classroom Building, Front, Rear and Basement** - Exit through the nearest door and go to the parking lot at the rear of Wilkinson Hall.

**Donma and Lowman, Front and Rear** - Exit through the nearest door and go to the parking lot at the rear of Wilkinson Hall.

**Wilkinson Hall, Front and Rear** - exit through the nearest door and go to the parking lot at the side of Nance Hall.

**Moss Hall, Moss Hall Annex, Speech Hearing Ctr., Crawford Zimmerman Building, Front and Rear** - exit through the nearest door and go to the SHM Memorial Square.

**Washington Dining Hall, Crawford Engineering Bldg., Motor Pool, and Lewis Laboratory** - exit through the nearest door and go to the Student Center Plaza.

**Williams Hall, Truth Hall, Battiste Hall, Turner Hall, Henderson-Davis Theatre, Library, Staley Hall, S-H-M, Fine Arts Center, Nix Hall, Athletics Dept., and Mitchell Hall** - exit through the nearest door and go to Felton Field.

**Earle Hall, Warehouse, Housing Office and Student Center** - exit through the nearest door and go to the front of Brooks Health Center (DeSaussure Circle).

**Hugine Suites** - exit through the nearest door and go to Mason Field.

**Planetarium, May's I and II, and Poplar Hall** - exit through the nearest door and go to Felton Field

**1890 Office, ROTC Office Complex, and Police Department** -exit through the nearest door and go to the Student Center Plaza.

Individuals should not go to their vehicles, and are expected to remain on campus until instructed they can leave. In case of an active shooter situation, individuals will have to make common sense decisions whether to leave campus or not. This should be based on the information that is available at the time of the incident (see Active Shooter Procedures)

**South Carolina State University  
300 College Street  
Orangeburg, SC 29117**