



# EMERGENCY RESPONSE PLAN

— 2021 —

## PLAN OVERVIEW

### Purpose

The purpose of the Anderson University ***Emergency Response Plan (ERP)*** is to establish guidelines, assign responsibilities, and promote awareness for responding to emergencies that may occur on the Anderson University campus and which may affect the greater local community. Additionally, the plan is designed to provide guidelines to assist those affected in dealing with an incident, coordinate with external entities, and provide resources to expedite the return to normal operations with minimal negative impact. This plan was created to complement plans already in place on the state, county, and city levels, and is intended to be comprehensive, sustainable, and flexible.

The Anderson University ERP is based on the Incident Command System (ICS), an all hazards incident management system that conforms to FEMA's *National Incident Management System (NIMS)* designed to address all levels of emergency response. The ICS provides the following components:

- Common Terminology – to enhance operations and communication (especially with external fire/police/EMS).
- Unified Command Structure – to ensure responsibilities are delegated and decisions are made at the appropriate level and that one voice represents the University.
- Span of Control – so that supervision and responsibility will be limited within a manageable range.
- Comprehensive Resource Management – requiring the coordination and inventorying of necessary resources, both within the University and from outside resources.

### Priorities

Anderson University will respond to an emergency in a safe and timely manner; will provide support to off-campus emergency response agencies; will assist students, faculty/staff, and visitors; and will effectively communicate the status of events. The order of priorities will be:

1. To protect the lives, safety, and health of Anderson University faculty, staff, students, and visitors who may be on campus.
2. To protect and secure private information.
3. To protect facilities, equipment, and services from loss during a continuing emergency incident.
4. To effectively communicate with all involved parties throughout the duration of the emergency incident, primarily through the RAVE notification system.
5. To provide for the continuation of University operations, services and/or facilities that have been disrupted or damaged by an emergency incident.

## Scope

These guidelines apply to all students, staff, faculty, and guests, and to all Anderson University buildings and grounds. They are intended to enable the University to protect life and property and minimize damage that may be caused by emergency situations.

Any person on campus who witnesses or receives information regarding an emergency is instructed to immediately contact the Campus Safety Department at Extension 2060 (864-231-2060). ***All Anderson University faculty and staff have a personal responsibility to be familiar with the ERP and know what to do in specific emergency situations.***

## Assumptions

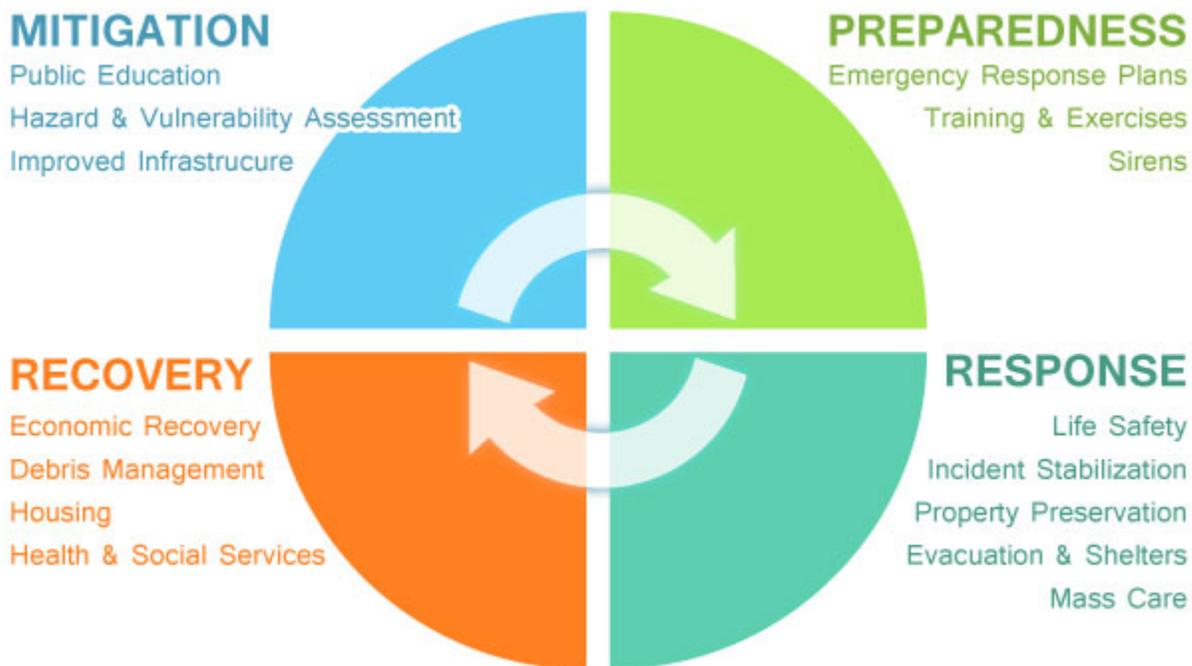
The Emergency Response Plan is predicated on a realistic approach to problems likely to be encountered on the campus during an emergency incident. Hence, the following are general assumptions:

- An incident may occur at any time with little or no warning.
- Emergencies may affect residents in the geographical location of the University; therefore, federal, state, and local emergency services may not be available. In such instances, a delay in off-campus emergency response may be expected.

- An emergency may be declared according to the guidelines in this plan if information indicates that such a condition has developed or is expected to develop.
- Campus Safety personnel will respond to emergency incidents, assess the situation, and initiate a pre-planned response to the incident. Most incidents can likely be managed by Campus Safety personnel; however, if the incident calls for a response that exceeds their ability to manage, Campus Safety has authority to escalate the incident by:
  - Activating the University's Crisis Management Team, and/or
  - Calling for appropriate outside responders, which may include area law enforcement officers, fire department and EMS personnel. When outside responders assume control of an emergency event, University personnel will provide a support role.
- In the event the University's Incident Command System is activated, the Incident Commander will manage the field operations of the incident, supported by the Crisis Management Team. The Incident Commander is responsible for assessing the incident, controlling the incident within his/her level of training, requesting required resources and assistance, and directing the activities of others affected by and responding to the emergency.
- The succession of events in an emergency is not predictable; therefore, published support and operational plans will serve only as a guide; modification may be necessary to meet emergency-specific requirements.

## Phases of Emergency Management

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1. **Mitigation:** A major responsibility is to maintain an ongoing hazard assessment model to ensure effective preparedness. This includes activities that can reduce the seriousness of an incident and preventive measures that eliminate the risk of a hazard.
2. **Preparedness:** Preparation is the process of risk reduction that involves the following elements:
  - a. Planning - Development and updating of this plan and AU procedures
  - b. Training – On this plan, other DHS requirements, drills and exercises
  - c. Equipping staff and facilities
  - d. Capturing and Incorporating Lessons Learned - Using after-action reviews (AARs) after exercises and/or actual incidents, determining actions to be sustained and improved upon that will need to be incorporated into an updated Emergency Response Plan.

3. **Response:** Involves implementing procedures for responding to emergency situations, assessing affected populations, treating the injured, and limiting damage to property. Pre-determined general and specific guidelines for responding to various incidents have been developed and are presented within this document.
4. **Recovery:** Requires incident review, documentation, risk management, and plans for limiting liability that will expedite the return to normal.

## Training

All Anderson University faculty and staff have a personal responsibility to be familiar with the ERP and know what to do in specific emergency situations. Campus Safety will use both on-campus and off-campus resources to coordinate employee training programs to ensure the campus community is prepared to manage any incident that might arise.

Initial and follow-up training will be provided in a number of ways, to include:

- **Town Hall meetings** will include a discussion of Emergency Management and the ERP
- **Emergency Guidebooks** will be available to all employees containing information on what to do in the event of a specific emergency situation on campus
- **Safety Drills** – To train building occupants and prepare them for evacuation, lockdown, or shelter in place activities should an internal emergency occur, a Campus Safety Officer, assisted by Building Coordinators, will supervise drills that simulate emergency situations. All drills should be treated as “real” and appropriate actions taken.
- **Information on the Campus Safety website** will be available for review regarding emergencies on campus.

Additional training will be offered for the following groups;

1. Building Coordinators - Basic training will be offered in Cardio-Pulmonary Resuscitation (CPR)/Automatic Electrical Defibrillator (AED), emergency response, and safety and security procedures.
2. Campus Safety Officers - Campus Safety Officers will complete basic ICS training upon employment and annually each officer will train on and off campus in different areas of emergency management and public safety.

3. The University Crisis Management Team- Basic training in ICS and emergency management will be provided to each member of this team.

## **Building Coordinator Program**

An important element of the Emergency Response Plan (ERP) is the ***Building Coordinator*** Program. This program calls for each University academic and administrative building to have a Building Coordinator (BC) to serve as a liaison between various campus departments and Campus Safety for issues relating to safety and security. Area Deans and/or Department Heads strategically appoint Building Coordinators, based on their area of responsibility or their location in the building, to act in the event of an emergency situation.

Faculty or staff members may volunteer to serve as a Building Coordinator for the building in which they work. Each Building Coordinator should have a backup to serve in the event he/she is not on campus during an incident. Buildings with multiple floors should have a Floor Monitor from each floor to assist Building Coordinators should an incident arise affecting multiple floors of the building.

Building Coordinators are expected to be familiar with the University's Emergency Response Plan (ERP) and be able to respond in the event of an emergency on campus, particularly as relates to their workspace and/or building. Building Coordinators participate in drills covering lock-down procedures, active-shooter response training, building evacuation, etc., and are trained to assist emergency responders before, during and following an emergency.

Responsibilities of Building Coordinators are generally the same across campus; however, there may be "building-specific" responsibilities in some instances.

General duties and responsibilities include:

- **Mitigation:**
  - Team with Campus Safety to maintain an ongoing hazard assessment model to ensure effective preparedness.
  - Surveying their area for ways to improve safety of the infrastructure.
  - Education of those entering and using the building

- **Preparedness:**
  - Team with Campus Safety on keeping emergency plans and procedures for their area current.
  - Assure that emergency equipment is inventoried and serviceable.
  - Assure schematic floor plan drawings are posted in each corridor/hallway showing exit locations and evacuation paths.
  - Assign and coordinate Floor Monitors, as appropriate for their area.
  - Assure that required Campus Safety/Emergency training for all building personnel is assigned and completed. Basic training will be offered to Building Coordinators in CPR/AED, emergency response, safety and security.
  - Participate in the conduct and evaluation of Safety drills.
  - Keep everyone in their area of responsibility informed of any changes to training, procedures, or equipment.
  
- **Response:**
  - In the event of a building or campus **lockdown or shelter in place**, ensure that building occupants (students/employees/guests/visitors) do not leave the building and event procedures or instructions from officials are followed.
  - Building **evacuations** will occur when a building alarm (fire alarm) sounds and/or upon notification by Campus Safety, Building Coordinator or other school official. Building Coordinators and Floor Monitors will ensure everyone gets out of the building quickly and safely.
  - During **evacuation**, Building Coordinators will communicate a safe assembly area directed by Campus Safety, other outside emergency response personnel, or pick one that is uphill, upwind or upstream depending on the nature of the hazard. The BC will clearly communicate this to all occupants. Building occupants will be instructed to take their belongings and to lock offices/rooms as they leave in case the area is secured for an extended period of time. Building Coordinators will assign Faculty and staff members to evacuate their classrooms or areas of the building.
  - Will **communicate** evacuation to their building occupants when announced by the Campus Safety Department or appropriate agency. All persons (faculty/staff, students, guests) are to immediately vacate the area of campus in question and relocate to an evacuation site communicated by Campus Safety, Fire or Law Enforcement, or RAVE notification.
  - Will make a quick **sweep** of the building to check for any persons still in the building and to look for any suspicious bags or packages (in the event of a bomb threat situation).

- **Coordinate** responsibilities in their specific buildings to eliminate duplication of efforts to accomplish evacuation in the most efficient manner. After evacuation, confirm to Campus Safety (864-231-2060) that each building has been evacuated, report any people not **accounted for** and any sightings of suspicious packages or bags. Faculty and Staff assisting with the evacuation should report any persons missing or unaccounted for to the Building Coordinator.
  - Will not allow anyone to **re-enter** campus buildings until an “all clear” is issued to the Building Coordinator by Campus Safety personnel.
- **Recovery**
    - Will participate in After-Action evaluations (Hot Wash) of incidents.
    - After an event, insure the building is in a safe status to re-inhabit and resume operations
    - Develop a Recovery Plan that communicates to the Incident Commander any damages to form, function, information or personnel that require further actions to resume normal operations
    - Participate in incident review, documentation, risk management, and plans for limiting liability that will expedite the return to normal.

## **INCIDENT COMMAND SYSTEM (ICS) AND CRISIS MANAGEMENT TEAM**

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### **FIELD INCIDENT COMMAND SYSTEM (ICS)**

In the field, Campus Safety will follow the NIMS model and initiate the Incident Command System. The following positions will be staffed as required by the incident. The Incident Commander will fulfill the roles and responsibilities for any position not staffed. Campus Safety will relinquish Incident Command to local Law Enforcement or Fire Department personnel as the incident dictates.

**If you are responding to help with the incident, YOU MUST REPORT AND SIGN IN AT THE COMMAND POST.**

**Incident Commander** – Responsible for all aspects of incident management including development of incident objectives, management of all incident operations, and application of resources. The Incident Commander serves as the final decision-making authority.

**Operations (Ops) Chief** – Directs all actions to meet incident objectives as defined by the team and the incident commander.

**Planning** – Collects and displays incident information, including status of resources and overall status of the incident.

**Logistics** – Provides all resources, services, and support required by the incident.

**Finance** – Tracks incident-related costs, personnel records, requisitions, procurement, and other related administrative functions.

**Public Information Officer** – Serves as the conduit for information to and from internal and external stakeholders, including the media and other organizations seeking information about the incident or event. The person in this role is also responsible for keeping the ICS Team informed as to what is being reported about the incident. This responsibility is key in addressing public questions, managing rumors, and maintaining a focus on public relations issues.

**Safety Officer** – Monitors safety conditions and develops measures to assure the safety of all assigned personnel.

**Liaison** – Serves as the primary contact for supporting agencies assisting at the incident.

## EMERGENCY OPERATIONS CENTER (EOC)

If an incident grows requiring more resources or could have a significant impact on University operations, the EOC will be activated. The University's Emergency Operations Center (EOC) Crisis Management Team (CMT) consists of faculty and staff representatives at the University whose positions are critical in responding to and recovering from an emergency.

An EOC is not an on-scene incident command post (ICP) where the focus is on tactics to deal with the immediate situation. An EOC is used to support on-scene activities through the prioritization of activities and the allocation of available resources. A major function

within the EOC is communications between the emergency response team, business continuity team, crisis communications team and university management.

Procedures for activating the team are as follows:

- Any member of the CMT can activate the team although typically the Director of Campus Safety, the Executive Director of Facilities & Campus Safety, or the Vice President for Administration & Brand would activate the team since their positions at the University allow them access to reports of critical incidents before other members of the team.
- To activate the team, a RAVE notification (text, e-mail, and phone call) will be sent to all team members initiating the call-out. This message can be sent by the member activating the team or his or her designee.
- Upon activation, the CMT Director will designate a location based on nature of the event and the CMT will report to the Emergency Operations Center (EOC) location at that time. Once a central location has been established an activation notification will be sent to the team.
- It is the responsibility of team members to report without delay to the EOC. In the event a team member cannot immediately respond, that team member should notify their designee and contact either the CMT Director, Public Information Officer(s), or the Department of Campus Safety to inform them.
- Upon activation of the Crisis Management Team, the Director of Campus Safety will immediately respond to open the EOC, or will dispatch a Campus Safety or Maintenance employee to unlock the EOC for team members.

Once the CMT has reported to the EOC (or alternate designated location, if necessary) their immediate responsibility is to establish lines of communication, seek information on and monitor the incident, and immediately assist with the incident response. To expedite this process and in an effort to move seamlessly into the actual management of the incident, each team member must know his or her role and begin to immediately function in their role. The team make-up and assignment of responsibilities is done by the CMT Director and is subject to change depending on the type of incident and whether or not all team members are able and needed to respond.

**Appendix A EOC Director Checklist** contains specific tasks to be addressed in operational periods from activation to deactivation of the EOC.

Step 6 on the checklist is:

*Using the ICS structure fill positions in the EOC as needed:*

- *Assign Section Chiefs as soon as possible*
- *Assign EOC positions*
- *Fill Management positions:*
  - Public Information Officer (PIO)*
  - Liaison Officer*
  - Safety Officer*
  - Security Officer*
  - EOC Support Staff*

*Staff Essential Functions' and complete EOC Organizational Chart (ICS 207 and 203)*

The initial activation notice will go to the following or their designee. Positions will be activated or deactivated depending on the incident requirements. Required training must have been completed to function in these positions.

**Emergency Operations Center CRISIS MANAGEMENT TEAM**

<b>Position</b>	<b>Name</b>
Emergency Director	Dr. Whitaker/Omar Rashad
Operations	Charlie Dickerson
Planning	Omar Rashad
Logistics	Jody Bryant
Finance	Kristie Cole
Public Information Officer	Andrew Beckner
Liaison	Howard Murphy
Safety Officer	David Carter
Security Officer	Edward Aman
IT & Records Management	Ron Opatt
Executive Policy	Reggie Gay
Faculty/Staff Liaison	Provost Dr. Ryan Neal
Student Liaison	Jim Ferreira
Greenville Campus Liaison	Elizabeth Null

## Notification Channels

The Director of Public Relations has been established as the media liaison for the university. All employees should refer media inquiries to the Director of Public Relations at [abeckner@andersonuniversity.edu](mailto:abeckner@andersonuniversity.edu) or (864)556-4784.

In the event of an emergency situation, **DO NOT** address the media. This is to prevent misinformation and violation of confidentiality laws. Please refer media personnel to the Executive Director of Public Relations.

If the media do try to contact you please notify the Director of Public Relations as soon as possible.

**RAVE:** The University uses RAVE to transmit critical information to large segments of our campus community as quickly as possible. This will be accomplished by utilizing several communication options, including:

- Campus e-mail will be utilized to transmit information to all faculty, staff, and students.
- A telephone alert system will allow emergency messages to be placed in telephone voice mailboxes.
- An instant text message will be sent to all students who have not opted out of the *RAVE* emergency text notification system for emergency messages. Faculty and staff are required by University policy to be signed into the RAVE alert system.

**The decision to suspend classes / University closing will be made by the Provost.**

**Notification will be by:**

- RAVE
- University email
- 24-hour hotline, 864-622-6057
- WYFF-TV (channel 4 locally)
- WSPA-TV (channel 7 locally)
- WRIX 103.1 FM

Other incident-specific notification lists are included with the incident procedures; e.g. active shooter, hazmat, or suspicious package.

## SEXUAL VIOLENCE

**Sexual Violence Defined** - Sexual Violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal assault of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure.

Sexual violence includes, but is not limited to, the following acts:

- Gender-Based Harassment
- Sexual Harassment
- Sexual Assault
- Sexual Exploitation, Coercion
- Stalking

For full definitions, refer to the Student Manual for Addressing Sexual Violence and Sexual Harassment at <https://www.andersonuniversity.edu/campus/student-handbook>, page 92, or the Personnel Handbook at <https://andersonuniversity.edu/sites/default/files/hr/employee-handbook-10-19.pdf>, page 51.

**Consent** - Consent is often the central issue in sexual violence cases. Each participant in a sexual encounter is expected to obtain and give consent to engage in all forms of sexual activity:

Consent is an explicitly communicated, reversible, mutual agreement in which all parties are capable of making a decision.

Consent is informed, voluntary, and actively given.

Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.

Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone.

A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual assault, sexual harassment, or other sexual misconduct and does not diminish one's responsibility to obtain consent.

Just because someone has consented to sex in the past, does not mean they are consenting now.

## **TITLE IX, NOTICE OF NON-DISCRIMINATION**

Sexual violence is a form of gender-based discrimination prohibited by Title IX.

Questions about Title IX reporting and investigation should be referred to the following:

Title VII Grievance Coordinator Ms. Amy Porpilia Director of Human Resources Merritt Administration Building, First Floor 316 Boulevard, Anderson, SC 29621 864-231-2131  
aporpilia@andersonuniversity.edu

Title IX Coordinator Dr. L. Dianne King Associate Vice President and Dean of Student Success Thrift Library, Suite 202 316 Boulevard, Anderson, SC 29621 864-231-2026  
ldking@andersonuniversity.edu

A Title IX investigation is required for any reported concern, and is separate from a criminal investigation.

A victim of sexual violence does not need to file a police report, and through the investigation process will be provided information on how to make that decision.

# PRE-PLANNED EMERGENCY RESPONSE GUIDELINES

## REPORTING

1. Emergency Contacts
2. Emergency Notifications
3. Media Calls

## EMERGENCY ACTIONS

4. Evacuation
5. Shelter-In-Place
6. Lockdown

## MOST LIKELY AND/OR LESS SERIOUS

7. Utility
8. Elevator
9. Weather
10. Building Shelters
11. Medical
12. Automatic External Defibrillator (AED)/Trauma Kit Locations
13. Persons In Distress
14. Fire
15. PASS Fire Extinguisher Use
16. Chemical Spill

## LESS LIKELY/MOST SERIOUS

17. Suspicious Package
18. Bomb Threat
19. Active Shooter
20. Hostage Situation
21. Sexual Assault

## 1. EMERGENCY CONTACTS

Campus Safety	(864) 231-2060
Campus Safety alternate number (Power Outages)	(864) 933-9552
Greenville Campus, UCG Security	(864) 250-8911
Greenville Campus, UCG On-duty Officer	(864) 380-1489
Off-Campus Emergencies	911
Dir-Accessibility Services/Student Success	(864) 231-5516
Employee Assistance Program (HR)	(864) 231-2131
Facilities Management	(864) 622-2001
Facilities (after hours/holidays)	Call Campus Safety
IT Helpdesk	(864) 231-2457
Public Relations Office	(864)556-4784
Student Development	(864) 622-6014
THRIVE Wellness Center/Counseling Svcs	(864) 622-6078
Weather Closing and Emergency Hotline	(864) 622-6057
Anderson County Central Dispatch	(864) 260-4444

## 2. EMERGENCY NOTIFICATION

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, employees, and visitors on the campus.

- **RAVE Alert:** Important emergency alerts, notifications, and updates are sent to all registered -devices, including cell phone and email accounts. Students and employees are automatically authorized to enroll in the RAVE Alert system, while parents can register by contacting Campus Safety at (864) 231-2060, or accessing the link in the Campus Safety section of the website.
- **Tornado Siren:** There is one on campus that will be sounded during tornado warnings and tested regularly. Test notifications will be sent by RAVE.
- **Website:** Critical information is posted on the [www.andersonuniversity.edu](http://www.andersonuniversity.edu) home page and may be viewed by anyone who accesses this website.
- **Reporting Crime**

All crimes should be reported to the Campus Safety Department at (864) 231-2060. Campus Safety personnel will respond and call for additional assistance, if necessary.

If you witness a crime in progress, call Campus Safety immediately. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until an officer contacts you, unless it is not safe to do so.

### 3. MEDIA CALLS

The Public Relations Office serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Public Relations Office. The Public Relations Office speaks on behalf of the University and has the most accurate and up-to-date information available about an incident. In addition, Public Relations works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from a media representative, please take the following steps:

- Direct all media inquiries to the Public Relations Office at [abeckner@andersonuniversity.edu](mailto:abeckner@andersonuniversity.edu) or (864)556-4784.
- To assist the Office of Public Relations in responding as quickly as possible, feel free to obtain the following information and forward it to the Public Relations Office:
  - The reporter's name and phone number; date and time of call
  - The media organization he/she represents
  - The type of information he/she is seeking
  - The reporter's deadline
- Regardless of the situation or what the media questions might be, never say "No Comment". A better response is **"Thanks for calling. Allow me to refer you to our Public Relations Office, who handles media questions and they will be able to assist you."**
- Never talk "off the record" with the media. Always assume that they will use any information that they obtain in their report.

## 4. EVACUATION

### BUILDING EVACUATION

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of Campus Safety, your Building Coordinator, other University official, Fire or Law Enforcement, or RAVE notification.
- If time permits, stabilize lab environment, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse. See FIRE section
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Assembly area is directed by Building Coordinator/Campus Safety/Fire/Police or at least 300 feet outside of the building and upwind, uphill, upstream and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.
- Do not re-enter the building until an “all clear” is issued by Campus Safety personnel, Building Coordinators or RAVE notification.

### LARGE-SCALE EVACUATION

- If evacuation of part or all of the campus is necessary, monitor RAVE Alert, e-mail, and the University website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

### EVACUATING PERSONS WITH DISABILITIES

**Pre-Planning is Important.** If you anticipate needing evacuation assistance in an

emergency, you should pre-plan and contact Accessibility Services/Center for Student Success at (864) 231-5516. Disability Services works with the Campus Safety Department regarding the potential needs and class schedules of students with disabilities. Employees with disabilities should contact the Campus Safety Office directly for assistance in pre-planning.

- Evaluate your need to identify as someone who requires assistance during an evacuation. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking or have a medical condition which may leave you unable to communicate, consider carrying a preprinted message with you.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on any one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all your evacuation options and prioritize them. Consider the pros and cons of each:
  - Being carried – You have a chance to get out but you and/or your helpers may be injured in the process.
  - Evacuation chairs – Use an evacuation chair if available. Evacuation chairs are safer than being carried and you don't have to wait for the fire department to reach you.
  - Areas of Refuge – Areas of refuge are fire-resistant spaces where people unable to use stairs can call for help by way of two-way communication devices. An area of refuge is a good option if you feel you may be injured if you use the stairs; however, they are typically not available in older buildings, and you may be overcome by smoke before getting help from rescue personnel.
  - Use of elevators – Elevators are useful in non-fire emergencies; however, they are shut down automatically if the fire alarm is activated. The elevator

shaft can become a chimney for smoke and the power can go out, leaving the elevator stuck between floors.

## **EVACUATION PROCEDURES**

- Attempt a rescue during evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.
- If possible, the disabled person should be moved to the nearest stairwell, or a room with the door shut which is well clear of any hazardous area. One person should stay with the person needing assistance, if possible.
- Ask others leaving the building to notify emergency responders that a disabled person needs assistance in evacuating. Give the specific location.
- If waiting for rescue is not an option, two physically capable occupants of the building should be asked to volunteer to assist the disabled in evacuating. Ask how the disabled person can best be assisted or moved, and whether they require any special considerations or items that need to come with the person. Keep in mind that you may need to clear debris in order to safely evacuate.
- Do not use elevators unless told to do so by emergency responders.

## **5. SHELTER-IN-PLACE**

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

### **If a shelter-in-place is ordered:**

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.

- Allow access to others seeking shelter. Remember: a Shelter-in-Place order means there are dangerous environmental conditions but NOT any known threat of violent behavior. Allowing others into the building should not jeopardize your safety.
- Close all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by selecting several rooms, if necessary.
- Monitor web page, text message, and e-mail for further instructions.
- Report any emergency or unusual condition to Campus Safety.
- Do not leave the building until receiving the “all clear” from a police officer, security officer, your Building Coordinator, **RAVE** Alert, email, or website communication.

## 6. LOCKDOWN

An imminent threat of violence may be cause for a lockdown of all or part of campus. Some exterior doors will lock automatically. Emergency responders will lock others manually. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering campus buildings.

If A Lockdown Is Ordered:

- Stay Inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room if possible.
- Close windows, shades, and blinds, and avoid being seen from outside the room if possible.
- Monitor text messages and email for updates and further instructions. A description of any suspects involved will be disseminated as soon as possible using these methods.

- Report any emergency or unusual condition to a Campus Safety Officer or (864) 231-2060.
- Use discretion in admitting anyone into a secure building. Require that all backpacks and other bags be left outside at least 30 feet from the building. Require that the person seeking shelter open all outer garments for visual inspection before allowing entry.
- Once in a secure location, do not leave until receiving the “all clear” from a Campus Safety officer, law enforcement officer, RAVE text, e-mail, phone call, or website communication.

## 7. UTILITY/PHONE/IT FAILURE

### Utility Failures

- Immediately report utility failures during regular work hours (Monday - Thursday 8:00 a.m.– 5:00 p.m.; Friday 8:00 a.m.-2:00 p.m.) to the Facilities Office by work order or at (864) 622-6001.
- Immediately report utility failures after regular work hours, on weekends, and on holidays to Campus Safety at (864) 231-2060.

### Phone and/or IT Failures:

- Call the IT Helpdesk at (864) 231-2457 during normal business hours to report a phone outage. If this number is not working, call the Campus Safety alternate phone number listed below.
- In the event of a campus-wide power or phone failure, Campus Safety’s normal phone numbers will not work, including the emergency number. Campus Safety **alternate phone number in a power outage is (864) 933-9552.**

### Emergency Generator Locations

The following buildings will have a limited level of emergency power during an outage:

- **G. Ross Anderson Student Center**
- **Vandiver/SON**
- **Village**

- **Welcome Center**

## **8. ELEVATOR FAILURE**

If you become trapped in an elevator, the following actions should be taken:

- DO NOT panic. Use the elevator phone or your cell phone to call Campus Safety at (864)231-2060.
- Press the ALARM or HELP button to notify others who may be nearby.
- DO NOT attempt to force the door open or attempt to climb out of the elevator car. The elevator may re-start without warning.
- Your best course of action is to relax, get comfortable, and wait for professional assistance. Even if the air temperature feels warm, there is plenty of air circulating in the elevator and throughout the shaft.
- Provide the following information to Campus Safety:
  - Your name
  - Total number of people in the elevator
- Report any injuries, medical conditions, or disabilities.
- Campus Safety will contact Facilities and/or the fire department to get you out.

## **9. WEATHER EMERGENCIES**

### **AU CLOSINGS OR DELAYS**

Anderson University implements the following procedures for announcing operational changes during periods of inclement weather (snow, ice, flooding, etc.):

- The decision to suspend classes / University closing will be made by the Provost. Notification will be by:
  - RAVE
  - University email

- 24-hour hotline, 864-622-6057
  - WYFF-TV (channel 4 locally)
  - WSPA-TV (channel 7 locally)
  - WRIX 103.1 FM
- 
- Do not come to campus when a weather-related closing is announced. Employee access to the inner campus is limited to emergency vehicles and Facilities equipment and personnel. If a weather closing is expected, take any needed items from campus in advance as you may not be permitted to enter until the campus re-opens.

## **TORNADO/SEVERE WEATHER**

- A ***tornado watch*** is issued by the National Weather Service when tornadoes are possible in the area.
- A ***tornado warning*** is issued when a tornado has been sighted, or indicated by weather radar, in the area. The campus tornado siren will be activated and a RAVE notice will be issued by Campus Safety. If a tornado warning is issued, seek shelter immediately in the recommended tornado shelter for your campus/building listed below. If you cannot make it to a listed shelter area, seek an interior room on the lowest level with no windows.

## **LIGHTNING SAFETY**

- Protocol recommends that by the time a flash-to-bang count of 30 seconds occurs, all individuals should go indoors to a safe location.
- Flash-to-bang is a proven method of measuring lightning distance. This is defined as the time from seeing the flash to hearing the thunder. For every 5-second count, lightning is 1 mile away. So, 30 seconds = 6 miles. (Please note that lightning can strike from up to 10 miles away). Please be cognizant of the amount of time it takes you to reach a safe location.

## **EMERGENCY ACTIONS**

- DO NOT ASSUME others, especially students, heard the warning or know where to go or what to do. Please direct anyone you see to the appropriate shelter and instruct them how to safely take cover.
- Monitor local TV stations, RAVE Alert, weather websites for severe weather updates.
- Be prepared to take shelter on the lowest level of your building if the on-campus tornado siren sounds or a tornado warning is issued.
- **Do not pull the fire alarm** to alert others of a tornado warning. (Activating the fire alarm requires evacuation of the building.)
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter.
- **Do not leave the shelter areas until the “All Clear” message is received** through the RAVE system, Campus email or through a Campus Safety officer or your Building Coordinator. Do not go by NWS or other outside agencies times or announcements. Safety hazards may still be present on campus.
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or if there is no time to get indoors.

## EARTHQUAKE

- **Drop:** Drop wherever you are on to your hands and knees. If you’re using a wheelchair or walker with a seat, make sure your wheels are locked and remain seated until the shaking stops.
- **Cover:** Cover your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs.
- **Hold on:** If you are under a table or desk, hold on with one hand and be ready to move with it if it moves. If you can’t find a table or desk, cover your head and neck with both arms and hands. If seated and unable to drop to the floor, bend

forward, cover your head with your arms, and hold on to your neck with both hands.

## 10. BUILDING SHELTER AREAS

Abney Athletic Center	1 <sup>st</sup> : Basement hallway and rooms without windows 2 <sup>nd</sup> : Gym floor
Admissions	Basement
Admissions Operations Building	Middle bathroom without windows
All Houses	Interior hallways or closed spaces without windows
Boulevard Halls	Interior hallways or closed spaces without windows on lowest level possible
Campus Ministry House	In the basement: bathroom with showers, utility room, small room behind kitchen
Cancer Research Center	Center hall/interior conference room
Chiquola	Center classroom
Costume Department	Southeast (back left) storage room
Criminal Justice/Center Of Excellence	Center hallway on first floor
Denmark	Basement or laundry room
Evening Admissions	Inner office spaces or basement of Admissions
Faculty Office Building	Interior offices, Copy Room, or restrooms
G. Ross Anderson Student Center	Dining Common rear corridor away from exterior windows. Rear central hallway between the dining services administration area and the auditorium
Heritage Townhomes	First floor restrooms
Johnston Hall	Basement: offices or hallway, 1st floor: Computer Lab or restroom areas
Kingsley Hall	Hallway on first floor near Room 14
Lawton Hall	Suites 1A, 1B, 1C

Merritt Administration Building	Bottom hallway at entrance to Admissions, restrooms may be used on main floor. (DO NOT GO IN ADMISSIONS OR MERRITT THEATER)
North Rouse	Laundry room and hallway near laundry room
Pratt Hall	Basement
Rainey FAC Annex	Basement
Rainey House	Basement or basement apartment, 1st floor small interior hallway
Rice Building	Inner office spaces or basement of Johnston Hall or Watkins
Rainey Fine Arts Center	Interior hallways, basement and restrooms (DO NOT GO IN THEATERS OR STAGE AREA OR AREAS WITH WINDOWS)
South Rouse	Basement hallway
Stringer Commons	Bottom of stairwells of each building
Sullivan Hall/Clamp Divinity School	The basement, basement stairwell, or the restrooms (DO NOT GO INTO THE CHAPEL AREA)
Thrift Library	Hallway near basement restrooms, basement restrooms, hallway behind CIDL area or IT Department
Vandiver Hall/SON	Bottom/basement level hallway, Restroom and hallway containing rm. 112, Rm 134 classroom, Rm 120, Rm 119, Rm 101 Computer lab and bathrooms
Village	First floor hallways
Village Basement	Any rooms without windows or go into the restrooms
Watkins Teaching Center	Basement level: hallway and basement rooms without windows
ATHLETIC CAMPUS:	
Softball Fieldhouse	Dugout bathrooms
Tennis/Pool Building	Downstairs store room & concession stand
AUAC-C Intramurals Gym	Gang (large) restrooms
Baseball Building	Restrooms
AUAC-A Offices & Classrooms	Gang (large) restrooms

## **11. MEDICAL EMERGENCIES**

- Do not move a seriously injured person unless there is a life-threatening situation.
- Call 911 and/or Campus Safety at (864) 231-2060.
- Give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; administer first aid, if you know how; and keep the victim as calm and comfortable as possible.
- Remain with the victim. A Campus Safety Officer will respond immediately to the scene and will summon additional medical personnel if necessary.

## **12. AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)/TRAUMA KIT LOCATIONS**

<b><u>Location on Campus</u></b>
Abney Gymnasium, home bench, wall mount
Athletic Campus - 3rd base dugout bathroom Softball Complex
Athletic Campus - Audio/Ice machine room - Tennis Complex
Athletic Campus - Classroom Hall
Athletic Campus - Facilities
Athletic Campus - Weight Room
Baseball Stadium - dugout
Intramural gym - wall near glass door entrance
Merritt, 1st floor, left side
Rainey Fine Arts Center, off Belk Theatre lobby, basement
Rainey Fine Arts Center, 1stFloor near office/Daniel Hall entrance
SON - west side, 1st floor, back hall near restrooms
SON - west side, 2nd floor, back hall near restrooms

SON Rm 103, Kinesiology Lab
Student Center - main floor by restrooms
Student Center - ground floor near Anderson Central
Thrift Library, right of front door behind plant
THRIVE Health Center - The Village
Watkins 1st floor, right hall

### **13. PERSONS IN DISTRESS**

If you are in contact with a person who appears to be **an immediate threat to his or her own safety or that of others**, call Campus Safety at (864) 231-2060, or 911.

Quick Reference for Helping Persons having difficulties:

#### **Recognize Symptoms**

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

#### **Respond to the Person**

- Speak privately with the individual.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

#### **Refer Students to the Thrive Wellness Counseling Office**

- Be caring, firm, and straightforward in your referral.
- Consider calling from your office or escorting the student to the Thrive Wellness Counseling Center

#### **Refer Employees to the Human Resources Office**

- Be caring, firm, and straightforward in your referral.
- Consider calling from your office or escorting the employee to the HR Office.

**Consult with On-Campus Resources – Discuss your concerns about a student with any of the following on campus resources.**

- Thrive Wellness Counseling Center (864) 622-6078
- Campus Safety – (864) 231-2060
- Center for Student Success (864) 328-1420

## **14. FIRE**

- If possible, activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, stabilize lab environment, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- **Do not use elevators.**
- Feel doors (for heat) before opening, and close doors and windows as you leave if safe to do so.
- Call 911 ASAP and report the fire to Campus Safety by calling (864) 231-2060 once outside.
- If trapped, keep the doors closed and place an article of clothing or towels under them to keep out smoke. Signal for help by hanging an object (e.g., such as a jacket or shirt) out the window to attract attention.
- Go to assembly area as directed by Building Coordinator/Campus Safety/Fire/Police or at least 300 feet outside of the building and upwind, uphill, upstream and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.
- Do not go back in the building for any reason until given authorization by the Campus Safety Department, your Building Coordinator or RAVE notification.

## **15. OPERATING A FIRE EXTINGUISHER (PASS):**

- Pull the pin;
- Aim the extinguisher hose at the base of the fire;
- Squeeze the lever;
- Sweep from side to side at base of fire.

## **16.CHEMICAL SPILL**

- **Notify Campus Safety at (864) 231-2060 immediately.**
- Do not attempt to clean up the spill.
- Remove yourself and others from the area.
- Close doors to isolate the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel. Do not leave the site until you are cleared by emergency responders.
- ***Do not pull the fire alarm*** unless there is a fire.
- Provide first responders with information about the spill, chemical, and the spill area.
- Evacuate the building if first responders issue an evacuation order.
- Re-enter the building only when an “all clear” is provided by Campus Safety or your Building Coordinator.

## **17.SUSPICIOUS PACKAGE**

- Do not open the suspicious item. If you have opened it, remain calm.
- **Notify Campus Safety at (864) 231-2060 immediately.**
- Do not move the suspicious letter or package or examine it further.
- Keep others out of the area. Close off the area if possible.
- Do not use two-way radios or cell phones near the suspicious item.

- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face. Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by emergency responders.

## **18. BOMB THREAT**

Bomb threats usually come by telephone. Before you receive a bomb threat call, print out the Bomb Threat Checklist and keep it by your phone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller using the checklist.

Notify Campus Safety by calling (864) 231-2060 immediately to give the information you have obtained. Describe the caller's voice, any background noises you heard, and the exact wording of the message.

Be sure to inform Campus Safety of any suspicious packages, items, or people in the area. Follow instructions from first responders regarding evacuation assembly areas.

## Bomb Threat Checklist

**Be Calm, Be Courteous, Listen, Do Not Interrupt**

Exact words of the caller:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Questions to ask:

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb right now? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why did you place it? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

Who are you? \_\_\_\_\_

### Caller's Voice

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile
<input type="checkbox"/> Accent	<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Foul	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Excited
<input type="checkbox"/> Slow	<input type="checkbox"/> Rapid	<input type="checkbox"/> Soft	<input type="checkbox"/> Loud
<input type="checkbox"/> Laughter	<input type="checkbox"/> Crying	<input type="checkbox"/> Normal	<input type="checkbox"/> Slurred
<input type="checkbox"/> Nasal	<input type="checkbox"/> Speech Impediment	<input type="checkbox"/> Unusual Breathing	<input type="checkbox"/> Raspy
<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Deep	<input type="checkbox"/> High	<input type="checkbox"/> Disguised
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Familiar	<input type="checkbox"/> Taped	<input type="checkbox"/> Message Read

If the voice was familiar, who did it sound like? \_\_\_\_\_

Did the caller indicate knowledge of AU?  Yes  No

If Yes, Explain: \_\_\_\_\_

### Background Sounds

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Dishes	<input type="checkbox"/> Voices	<input type="checkbox"/> Aircraft
<input type="checkbox"/> Music	<input type="checkbox"/> House Noises	<input type="checkbox"/> Motor	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Quiet	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Children	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Static	<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> PA System	<input type="checkbox"/> Other

Noise Description: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Time Received: \_\_\_\_\_ Time Ended \_\_\_\_\_

## **19. ACTIVE SHOOTER**

Quickly determine the best way to protect your life:

### **RUN** - Evacuate If Possible

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Do not carry a cellphone or anything in your hands.
- Keep your hands visible to responding police or security officers.

### **HIDE** – remain out of view

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Cover windows or door glass if possible to reduce visibility.
- Silence cell phones.

### **FIGHT** – Take action to protect yourself and others

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter if possible.

Call 911 or Campus Safety at (864) 231-2060 when it is safe to do so and follow their instructions.

## **20. HOSTAGE SITUATION**

### **IF YOU HEAR OR SEE A HOSTAGE SITUATION:**

- Immediately remove yourself from any danger.
- Immediately notify the Department of Campus Safety at (864) 231-2060 or call 911.
- Be prepared to provide the following information:
  - Location and room number of incident.
  - Number of possible hostage takers.
  - Physical description and names of hostage takers, if possible.

- Number of possible hostages.
- Any weapons the hostage takers may have.
- Your name.
- Your location and phone number.

### **IF YOU ARE TAKEN HOSTAGE:**

- Remain calm, be polite and cooperate with your captors.
- **DO NOT attempt escape** unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

### **IN A RESCUE SITUATION:**

- **DO NOT RUN.** Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.

- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
- Even if you are handcuffed and searched, **DO NOT resist**. You will be taken to a safe area, where proper identification and status will be determined.

## **21. SEXUAL VIOLENCE**

**Sexual Violence Defined** - The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal assault of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure.

### WHAT TO DO IN THE EVENT OF A SEXUAL ASSAULT:

- Do not change your clothing.
- Do not shower, wash, douche, or use the toilet prior to a medical exam.
- Do not apply medication to injuries unless absolutely necessary.
- Do not disturb anything in the area where the assault occurred.
- Do not drink or chew gum.
- Do not store your clothing in anything other than a plastic bag.
- Get medical attention as soon as possible.
- Contact a local hospital or call 911 and request EMS respond to assist you. Medical professionals are available 24 hours a day, 7 days a week.

- Medical attention at the **local hospital** is required to preserve evidence should you seek criminal prosecution. It is important to know if you go to the hospital, the local police **will be** called.
- If you suspect that you may have been given a **predatory rape drug**, please give health care professionals this information. A urine sample can be collected within 72 hours of a sexual assault for predatory drug testing. The cost for this test is paid for by the University.
- Seek assistance at the Student Development Office at (864) 231-6011 during workday and Residence Director On-Call after hours (Call Campus Safety to relay message to RD On-Call). You will be able to discuss your options and receive support as needed.

## **TITLE IX, NOTICE OF NON-DISCRIMINATION**

- Sexual violence is a form of gender-based discrimination prohibited by Title IX.
- Questions about Title IX reporting and investigation should be referred to the following:
  - Title VII Grievance Coordinator Ms. Amy Porpilia Director of Human Resources Merritt Administration Building, First Floor 316 Boulevard, Anderson, SC 29621 864-231-2131 [aporpilia@andersonuniversity.edu](mailto:aporpilia@andersonuniversity.edu)
  - Title IX Coordinator Dr. L. Dianne King Associate Vice President and Dean of Student Success Thrift Library, Suite 202 316 Boulevard, Anderson, SC 29621 864-231-2026 [ldking@andersonuniversity.edu](mailto:ldking@andersonuniversity.edu)
- Filing a report with Campus Safety at (864) 231-2060 and/or the police department where the incident took place is the victim's option.

# APPENDIX A EOC DIRECTOR CHECKLIST

## EOC Director

**Position:** EOC Director Name: \_\_\_\_\_  
**Positions Managed:** Section Chiefs, Public Information Officer, Liaison Officer, Safety Officer, Security Officer, EOC Support Staff  
**Report To:** Director of Emergency Services or Designee

### Initial Actions: 0-30 minutes (Activation Phase)

	Task	Notes
1.	Report to the EOC and set-up check-in procedures (sign-in sheet, initiate Log Procedures, etc.)	
2.	Obtain Situation Status Report from ICPs, previous EOC Director, Department Communications Center, and REOC if applicable.	
3.	Based on the incident, determine if a full or partial EOC activation is required, and if necessary activate an alternate or supporting EOC.	
4.	<p><b>Ensure the EOC is Set-up:</b>            Turn on computers, televisions, check phone lines, and radio equipment.</p> <ul style="list-style-type: none"> <li>• Ensure communications systems are functioning and tested with other facilities/teams.</li> </ul> EOC forms, maps, phone directories, and operating instructions are out	
5.	Send out EOC Activation Notifications to mobilize personnel	
6.	Using the ICS structure fill positions in the EOC as needed: <ul style="list-style-type: none"> <li>• Assign Section Chiefs as soon as possible</li> <li>• Assign EOC positions</li> <li>• Fill Management positions:                Public Information Officer (PIO)                Liaison Officer                Safety Officer                Security Officer                EOC Support Staff</li> </ul> Staff EF's and complete EOC Organizational Chart (ICS 207 and 203)	
7.	Brief EOC General Staff providing initial assessment	
8.	When the EOC is operational, announce to the support agencies by radio, telephone and email: <b>"The Anderson University EOC is operational. The EOC Director is _____ (rank and name). Our primary radio channel is _____ on _____ bank.</b>	

	<b>Our alternate radio channel is _____. Our EOC phone number is _____, our FAX number is _____, and our email address is _____.</b>	
9.	Verify the current situation in the County. Identify and prioritize information re: <ul style="list-style-type: none"> <li>• Potential threat to life</li> <li>• Potential threat to property</li> </ul> (The EOC Director assumes these actions until the Plans Section Chief or Operations Section Chief is briefed and assumes responsibility)	
10.	Establish communications with the Director of Emergency Services: <ul style="list-style-type: none"> <li>• Give the Situation Status Report and response updates</li> <li>• Seek further direction</li> <li>• Seek direction on Policy Issues</li> </ul>	
<b>11.</b>	<b>Review this position checklist to ensure compliance</b>	
12.	Log events and actions taken (contacts, directives, decisions, expenses)	
13.	Establish EOC Objectives and set the time for the first briefing	

Continuing Actions: 30-60 minutes (Operational Phase)

	<b>Task</b>	<b>Notes</b>
14.	Ensure the responsibilities of any non-activated Sections are carried out	
15.	Maintain a current operating picture in coordination with EOC Section Chiefs: <ul style="list-style-type: none"> <li>• Receive a brief situation status update <b><u>every 30 minutes</u></b></li> </ul>	
16.	Meet with Section Chiefs: conduct a briefing and delegate tasks <b><u>once an hour</u></b> : <ol style="list-style-type: none"> <li><b>1. Operations Section Chief:</b> <ul style="list-style-type: none"> <li>• Life saving operations, evacuation needs</li> <li>• Confirm affected area, extent of damage</li> <li>• Communicate to Logistics resource needs</li> <li>• Assess and initiate continuity of operation procedures (track actions taken)</li> </ul> </li> <li><b>2. Plans Section Chief:</b> <ul style="list-style-type: none"> <li>• Hold a Planning Meeting</li> <li>• Develop EOC Action Plan - Follow Planning “P” format</li> <li>• Document/track actions taken</li> <li>• Update Situation Status Report</li> <li>• Develop a 24-hour staffing plan for the <u>next</u> operational period</li> </ul> </li> <li><b>3. Logistics Section Chief:</b> <ul style="list-style-type: none"> <li>• Assess current level of on-scene resources, what is available, and what will be needed.</li> <li>• Track resources – supply vs. demand (ratio over time)</li> </ul> </li> <li><b>4. Finance/Administration Section Chief:</b> <ul style="list-style-type: none"> <li>• Track cost of resources: goods and services</li> <li>• Track personnel costs: timesheets, overtime</li> <li>• Track claims: injuries, damaged equipment</li> </ul> </li> </ol>	

17.	<p>Manage EOC resources and direct EOC operations:</p> <ul style="list-style-type: none"> <li>• Approve the EOC Action Plan (Forms: 201 and as needed 202, 203, 205, 207, 213)</li> <li>• Ensure information is collected, evaluated, displayed, and disseminated about the emergency situation and Department's operation's response:             <ol style="list-style-type: none"> <li>1. Ensure EOC Objectives are being accomplished</li> <li>2. Coordinate activity of Command and General Staff                 <ul style="list-style-type: none"> <li>• Ensure all are performing their responsibilities and roles assigned to their Section</li> </ul> </li> <li>3. Messages are communicated to response teams, ICPs, other EOCs, and if applicable the REOC</li> <li>4. Collect damage information from all available resources</li> <li>5. Approve requests and funding for additional resources</li> <li>6. Determine if <u>next</u> operational periods are needed</li> <li>7. Prepare and submit status reports to the Director of Emergency Services and REOC</li> <li>8. Maintain an Event Log</li> </ol> </li> </ul>	
18.	In collaboration with the PIO, prepare news conferences and review media releases, as the situation dictates	
19.	Liaison Officer is effective working with liaisons from other EOC's, REOC, outside agencies, adjacent jurisdictions, mutual aid partners.	
20.	Safety Officer is monitoring the safety of all EOC personnel and has an evacuation plan for the EOC.	
21.	Security Officer is controlling personnel access to and from the EOC	
22.	DOC Support Staff provide technology support, scribe assistance, food, water, and other critical services to the DOC	

<b>Shift Change (Next Operational Period)</b>		
	<b>Task</b>	<b>Notes</b>
23.	Fully brief your relief on events and status of actions being taken <ul style="list-style-type: none"> <li>• <b>Should take between 5-10 minutes</b></li> </ul>	
24.	Give your logs, situation reports, and records to your replacement	
25.	Conduct shift change briefings in detail <ul style="list-style-type: none"> <li>• Identify in-progress and follow-up activities</li> </ul>	
26.	Announce “Who’s in Charge” at each change of shift. Then leave the EOC to prevent confusion of the identity of the EOC Director	
<b>Demobilization (Deactivation Phase)</b>		
	<b>Task</b>	<b>Notes</b>
27.	After conferring and seeking the approval of the Director of Emergency Services: <ul style="list-style-type: none"> <li>• Coordinate with Section Chiefs a demobilization plan.</li> </ul>	
28.	Notify the EOC, City EOC’s, other support agencies, and if applicable the REOC, of the planned time and actions for demobilization.	
29.	Authorize deactivation of EOC Sections, Branches and Units	
30.	Assist the deactivation of the EOC and it’s return to normal operations when the emergency is terminated and/or the activation of the EOC is no longer needed	
31.	Ensure all required forms and reports are completed <ul style="list-style-type: none"> <li>• Submit logs, reports, documents to the Documentation Unit Leader in the Plans Section or the Plans Section Chief.</li> <li>• Submit time sheets to Finance Section</li> </ul> (If someone has not filled these positions submit the above reports to the OES staff)	
32.	Ensure open action items are completed at deactivation	
33.	Assist the Plans Section Chief (or designee) in preparation of a summary of the emergency response operation actions	
34.	Coordinate debriefing sessions and a critique of the Operational Area’s response to the emergency situation	
35.	Coordinate the creation of an After-Action Report that captures emergency response lessons, recommendations for future improvements to Dept. Response Plans, the EOC, training, etc.	
36.	When determined, terminate operations and close the EOC	



APPENDIX B BOMB THREAT CHECKLIST

**Bomb Threat Checklist**  
 Be Calm, Be Courteous, Listen, Do Not Interrupt

Exact words of the caller:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Questions to ask:

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb right now? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why did you place it? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

Who are you? \_\_\_\_\_

**Caller's Voice**

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile
<input type="checkbox"/> Accent	<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Foul	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Excited
<input type="checkbox"/> Slow	<input type="checkbox"/> Rapid	<input type="checkbox"/> Soft	<input type="checkbox"/> Loud
<input type="checkbox"/> Laughter	<input type="checkbox"/> Crying	<input type="checkbox"/> Normal	<input type="checkbox"/> Slurred
<input type="checkbox"/> Nasal	<input type="checkbox"/> Speech Impediment	<input type="checkbox"/> Unusual Breathing	<input type="checkbox"/> Raspy
<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Deep	<input type="checkbox"/> High	<input type="checkbox"/> Disguised
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Familiar	<input type="checkbox"/> Taped	<input type="checkbox"/> Message Read

If the voice was familiar, who did it sound like? \_\_\_\_\_

Did the caller indicate knowledge of AU?  Yes  No

If Yes, Explain: \_\_\_\_\_

**Background Sounds**

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Dishes	<input type="checkbox"/> Voices	<input type="checkbox"/> Aircraft
<input type="checkbox"/> Music	<input type="checkbox"/> House Noises	<input type="checkbox"/> Motor	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Quiet	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Children	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Static	<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> PA System	<input type="checkbox"/> Other

Noise Description: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Time Received: \_\_\_\_\_ Time Ended \_\_\_\_\_

AED inventory

	<u>AED Number</u>	<u>Serial Number</u>	<u>Location on Campus</u>
	<b>8 AED Units</b>	<b>12-Oct</b>	
1	21389	X12I569327	Health Service Center - The Villiage
2	21390	X12I569824	Kinesiology Department
3	21391	X12I569300	Athletic Campus - Classroom Hall
4	21392	X12I569278	SON - left side, back hall near restrooms
5	21393	X12I569620	Anderson Central - ground floor
6	21394	X12I569306	Athletic Campus - 3rd base dugout bathroom Softball Complex
7	21395	X12I569384	Athletic Campus - Audio/Ice machine room - Tennis Complex
8	21396	X12I567124	Watkins 1st floor, right hall
	<b>4 AED Units</b>	<b>May-16</b>	
9	23045	X15H772885	Athletic Campus - Facilities
10	23042	X15H772706	Rainey Fine Arts Center, near office
11	23043	X15H772813	Thrift Library, right of front door behind plant
12	23044	X15H773098	Merritt, 1st floor, left side
13	23986	X17L985585	Athletic Campus - Weight Room
14	21397	X12I569281	Abney Gymnasium, home bench, wall mount
	<b>4 AED Units</b>	<b>19-Jan</b>	
15	24028	X18I056919	Athletic Training Room - Abney
16	24029	X18H05394	Athletic Training Room - Abney
17	24030	X18I056895	Baseball Stadium
18	24031	X18I054690	Intramural gym - wall near glass door entrance
	<b>5 AED Units</b>	<b>19-Nov</b>	
19	24607	X19F173799	Second floor SON
20	24608	X19F173769	Athletic Training Room - Abney
21	24609	X19F173638	Campus Safety - mobile
22	24610	X19F173615	Rainey
23	24611	X19F173734	Campus Safety - mobile
			Yellow represents not complete with location
		Future locations	
		None	Johnston -
		None	Rice
		None	Rainey Fine Arts Center, near auditorium
		None	Merrit second floor
		Future locations	
			Denmark
			Pratt
			North Rouse
			South Rouse
			Lawton
			Kingsley
			Stringer (5)
			New Suties (5)
			Village
			Town Homes