

CLAFLIN UNIVERSITY

2015

EMERGENCY
PREPAREDNESS/RECOVERY
PLAN

EMERGENCY PREPAREDNESS/ RECOVERY PLAN

CLAFLIN UNIVERSITY

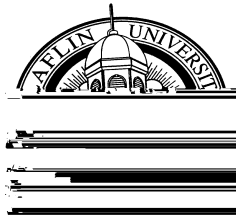
UPDATED FEBRUARY 13, 2015

Table of Contents

Memo to President -----	1
Executive Summary -----	2
Emergency Management Team -----	3
Purpose -----	4
Scope -----	5
Definitions -----	5
Assumptions -----	6
Declaring a Campus State of Emergency -----	6
Procedures -----	7
Evacuations -----	8
Media Relations -----	9
Section I Emergency Response Policies and Procedures -----	10
Fire Evacuation Procedures -----	11
Section II -----	12
Bomb Threats -----	12
The Search -----	13
The Evacuation -----	13
Hurricanes/Flooding -----	14
Section III -----	14
Facilities Management Hurricane Preparation Plan -----	16
Emergency Preparedness /Recovery Plan -----	19
Purpose -----	19
Organization -----	19
Situation -----	20
Execution -----	20
Direction and Control -----	23
University Administration -----	24
The President -----	24

The Chief of Police -----	24
The Claflin University Department of Public Safety -----	24
Orangeburg Department of Public Safety/Fire -----	26
Logistics Coordinator (Senior Police Officer) -----	27
Student Health Center Director -----	28
Director of Physical Plant Services -----	28
Public Information Officer -----	29
Controller -----	29
Director of Residential Life/Director of Campus Dining Services and Vice President of Student Development -----	30
Sodexo Operational Standards for mass feeding -----	31

Utility Failure -----	77
Chemical or Radiation Spill -----	78
Additional Information and Procedures-----	79
Violent or Criminal Behavior -----	80
Psychological Crisis -----	82
Medical First Aid -----	83
Twenty-four (24) hour alert -----	84
Curfew -----	85
Deaths -----	86



CLAFLIN UNIVERSITY
ORANGEBURG, SOUTH CAROLINA 29115-4498

MEMORANDUM

TO: Dr. Henry N. Tisdale, President

FROM: Steve A. Pearson, Director of Department of Public Safety

RE: Emergency Preparedness/Recovery Plan

The objectives of the attached Disaster Management Plan are to:

- f* Coordinate with University Officials and Department Heads
- f* Share information and concern on evacuation procedures
- f* Address shelter needs
- f* Identify special populations on the Claflin Campus
- f* Schedule training for University Officials

EXECUTIVE SUMMARY

If your assistance is required, you will be notified by the Claflin University Department of Public Safety or designee to report to the Emergency Operations Center.

The Emergency Operations Center is staffed by the Emergency Management Team. This center is where communications are coordinated to deal with the emergency.

The Emergency Operations Center will be located in the James S. Thomas (JST) Building "Iowa Room". An alternative site will be in the H. Manning Library. Both locations are equipped with computer and telephone lines. Communication equipment powered by other means will be available if power or satellite lines are not operating.

The Student Assembly Stations will be located at Student Residential Centers West, East, North and South.

* The Executive Summary may change according to the elements of an event.

EMERGENCY MANAGEMENT TEAM MEMBERS

The Emergency Management Team is composed of essential personnel who include the following positions:

The Cabinet
The Chief of Police
Director of Plant Operations
Director of Auxiliary Services
General Manager Food Services
Director of Residential Life
Senior Staff Nurse
Assistant Vice President for Communications and Marketing

The Emergency Management Team's primary responsibility is to:

- A. Set policy for the University to respond to the incident.
- B. Assume responsibility for the overall response and recovery operations.
- C. Monitor implementation of the Emergency Operations Plan and Memorandums of Understanding.
- D. Issue public proclamations on emergency systems such as evacuation and movement to shelters.
- E. Monitor the operations of College departments and agencies during all phases of the emergency.
- F. Determine what powers their designated successors will assume in the event of an extended emergency or their absence because of the emergency.

***EMERGENCY RESPONSE POLICIES
AND PROCEDURES HANDBOOK***

***CLAFLIN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY***

IMPORTANT TELEPHONE NUMBERS
DEPARTMENT OF PUBLIC SAFETY-----EXT.535-5444
EMERGENCY RESPONDERS-----DIAL 911
(FIRE, POLICE, AND AMBULANCE)

When calling, stay calm and carefully explain the problem and location to the CAMPUS POLICE DESPATCHER.

DO NOT HANG UP UNTIL TOLD TO DO SO.
FORWARD

The purpose of this Emergency Response and Procedures Handbook is to inform students, faculty/staff and administrators of hazards involved in emergencies. Listed are the correct procedures which must be followed to minimize any danger.

Scope

These procedures are designed to be flexible in order to accommodate contingencies of various types. These procedures apply to all University personnel and all buildings and grounds owned, operated and maintained by the University.

Definitions

The President (or his/her designee) or Chief of Police (or his/her designee) serves as the overall Emergency Director during any emergency disaster. The following definitions are guidelines to assist the University in determining the appropriate response.

C. MINOR EMERGENCY - A minor emergency is any incident or potential incident which would not seriously affect the University's ability to conduct "business as usual."

B. MAJOR EMERGENCY - A major emergency is any incident or potential incident which affects an entire building or buildings or which disrupts the University's ability to do "business as usual." Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University administration during times of crisis.

C. DISASTER - A disaster/ catastrophic event is an event or occurrence which seriously impairs the University's ability to do "business as usual". In some cases, this might involve mass personnel casualties and severe property damage. Coordinated effort of all campus-wide resources is required to effectively control the situation. An Emergency Control Center will be activated and decisions will be made about the

ASSUMPTIONS

The University Emergency Response Policies and Procedures Handbook is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. The following are general guidelines:

- A. An emergency or disaster may occur any time of the day or night, weekend or holiday, with little or no warning.
- B. The succession of events in an emergency is not predictable. Published support and operational plans will serve only as a guide and a checklist, which may require modification in order to meet the specific requirements of the emergency.

DECLARING A CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the University President or his/her designee as follows:

- A. The Director of Public Safety shall immediately consult with the President or his/her designee regarding the emergency and determine whether or not a campus wide state of emergency exists. During the period of any major campus emergency, the necessary procedures will be implemented in order to manage the emergency, safeguard people and property and maintain educational facilities.
- B. When it is determined that a campus-wide state of emergency exists, only registered students, faculty, staff and affiliates (i. persons required by employment) are authorized to be on the Campus. Those who cannot present proper identification showing their legitimate business on campus will be required to leave immediately.
- C. In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Public Safety Department will be allowed to enter the immediate disaster site.
- D. In the event of earthquakes, after shocks, fires, storms, or major disasters occurring in or about the Campus, or which involve university property, Public Safety Officers will be dispatched to determine the extent of any damage to college property.

PROCEDURES

This section outlines the procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

When reporting emergencies, immediately notify the Campus Public Safety Department at EXT. 5444 or call 911. While talking on the telephone, stay calm and carefully explain the problem and location to the Public Safety Officer. **DO NOT HANG UP UNTIL TOLD TO DO SO.**

NOTE: The Public Safety Officer will immediately report the incident to the Director of the Public Safety Department who will, in turn, immediately notify the President (or his/her designee) or the Vice Presidents.

Building Evacuations

- A. All building evacuation will occur upon notification by the Public Safety Department or The Unit Counselors in the Residence Halls
- B. When the building evacuation alarm is announced (over the intercom, etc.) Leave by the nearest exit and alert others to do the same.
- C. ASSIST THE HANDICAPPED IN EXITING THE BUILDING. Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IF THERE IS RISK OF FIRE.**
- D. Once outside, proceed to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, ~~hand~~ areas, and walkways clear for emergency vehicles and personnel. Know your assembly points. Familiarize yourself with evacuation plans posted in your building.
- E. DO NOT return to an evacuated building ~~ess~~ told to do so by a member of the Public Safety Department.

IMPORTANT : After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken.

EMERGENCY EVACUATION PLAN FOR CLAFLIN UNIVERSITY CAMPUS EVACUATION

Evacuation of all or part of the Campus and will be announced by the Claflin University Department of Public Safety.

All persons (students, faculty, and staff, guests) are to immediately vacate the site in question and relocate to another area in Orangeburg as directed.

This plan has been developed in case of the need to evacuate the Claflin University campus due to an accident involving hazard materials on Main Street (US Highway 601) or the Norfolk Southern Railroad that would endanger the campus.

NO TRAFFIC WILL BE ALLOWED ONTO MAGNOLIA STREET

MEDIA RELATIONS

SECTION I

EMERGENCY RESPONSE POLICIES

AND PROCEDURES

FIRES

As fire is the most likely disaster that may affect the Campus of Claflin and it is perhaps the most deadly one. The following measures should be reviewed and utilized in the event there is a fire at a location on campus.

There are basically two types of fires: Minor fires which can be extinguished with a fire extinguisher and major fires which require assistance from the Orangeburg Fire Department. Both, however, call for calm, immediate action by the person discovering the fire.

If you smell smoke or have other indication of fire:

- A. Immediately contact the Campus Public Safety Department at Extension 5444. Describe what you have observed and give name and exact location.
- B. Alert other building occupants in the immediate area to prepare for evacuation and assist the handicapped in exiting the building.
- C. Wait outside the building for the arrival of Campus Public Safety Officer(s) and/or the Orangeburg Fire Department. Be prepared to provide additional information and your observations to responding personnel.

If flames are observed:

- A. Upon discovery of a small fire, activate the nearest fire alarm. Proceed to the nearest fire extinguisher which, in most cases is located near the fire alarm; then follow the basic operational direction to utilize the extinguisher. Contact the Fire Department at 911.
- B. If the fire get out of control or you judge the fire to be too large to attempt to extinguish single-handedly, call for help immediately and leave the area.
- C. Immediately evacuate the building and go to the nearest phone. Call 911- and report the fire, giving information as requested by the operator (0) dispatcher. Stay on the line until released by the operator (0) dispatcher. Emergency phones are located in front of SRC North, behind Kleist Hall Residence Center, in front of Corson Hall Residence Center and at the Jonas T. Kennedy Health and Wellness Center.
- D. After alerting the operator (0) call the Public Safety Department at Ext. 5444 and give the fire location to the officer. Stay on the line until you are released by the officer.

FIRE EVACUATION PROCEDURES:

If you hear an alarm sound:

- A. Evacuate the building immediately and assist the handicapped in exiting the building.
- B. If smoke is present, keep low to the floor.
- C. Before opening the door, feel the upper portion of the door. If the upper door or door knob is hot, ~~DO NOT OPEN THE DOOR.~~
- D. If the door or door knob is hot, brace yourself against the door and open it slightly.
- E. If heat or heavy smoke is encountered in the corridor, close the door and stay in the room.
- F. Keep the door closed, and if your windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke, open the bottom slightly to let in fresh air.
- G. Seal the cracks around the door with clothing or other material, soaking it in water if available.
- H. Hang an object out the window, such as a shirt, jacket, towel or anything that will attract attention.
- I. If you can leave the room, close all doors behind you as you move to the nearest exit or stairway. This will retard the spread of smoke and fire and lessen damage.

DO NOT USE ELEVATORS!!!

- J. If the nearest exit is blocked, go to an alternate exit. If all exits are blocked, go to a room furthest from the fire, close the door and follow procedures described in #F through #H.
- K. After leaving the building, ~~DO NOT REENTER.~~ Stay clear of responding emergency equipment and personnel.
- L. DO NOT attempt to return to the structure to retrieve any items until the building is cleared by University Officials or the Fire Department.

In the event that Arson is suspected, the Department of Public Safety should be contacted immediately. The area should be protected until DPS arrives.

SECTION II

BOMB THREAT

Bomb threats occur quite often. In rare instances, actual explosives are placed in the structure. Because of the hazards involved in such situations, it is necessary to develop a Bomb Threat Policy for the Campus of Claflin University. The purpose of this plan is to:

- f* Ensure the safety of the occupants of the structure;
- f* Minimize disruption of regular activities; and
- f* Protect the Claflin University Family and Property.

When a Bomb Threat is received, the individual taking the call should be instructed in advance to:

- A. Stay calm. Make a note of the date and time.

E. Listen closely to the voice of the caller and note the following:

f Sex of the caller;

f Age of the caller;

f Race of the caller;

f Accent (Is the voice native to the area?);

f

SECTION III

HURRICANES/FLOODING

Officially, Hurricane Season begins in June and ends in November, but Hurricane Watches and Warning can be issued at any time during the year for the following reasons:

- f A Hurricane Watch is issued whenever a hurricane becomes a threat to coastal areas. Everyone in the area covered by the watch should listen (weather band radios and local radio stations) for further advisories and be prepared to act promptly if a Hurricane Warning is issued.
- f A Hurricane Warning is issued when hurricane winds of seventy-four (74) miles an hour or higher, or a combination of dangerously high water and very rough seas are expected in a specific coastal area within a twenty-four (24) hour period.

The following precautionary measures should be taken immediately.

- A. Keep a battery-operated radio tuned to a local station, and follow the instructions. Remain calm. If you are told to evacuate, move out of the structure to designated high ground.
- B. Turn off all utilities. DO NOT touch any electrical equipment unless it is in a dry area. Avoid the use of telephones.
- C. Avoid travel in automobiles. Roads may be washed away by the flood waters and rapidly rising water levels could carry the vehicle away.

Make a conscious effort to prevent fires. Decrease water pressure may make firefighting difficult.

Note: The probability of Tornadoes spawned by Hurricanes is very high. When a hurricane approaches, listen for Tornado Warnings, and be ready. Hurricanes is very

FACILITIES MANAGEMENT HURRICANE PREPARATION PLAN

This plan is designed to provide a list of tasks and duties that should be accomplished by the Facilities Management in the event a Hurricane warning OPCON 4 is issued for the Orangeburg area.

96 to 120 Hours Prior:

1. Close monitoring of storm for arrival time and location.
2. Check supplies for building preparation/repair/recovery for all shops.
3. Order and stock supplies that are high priority, high demand or long lead time-e.g.
 - A. Plywood
 - B. Gasoline
 - C. Diesel
 - D. 2x4s, 2x6s
 - E. Roll Plastic
 - F. Batteries
 - G. Foul Weather Gear
 - H. Flash Lights
 - I. Tape
 - J. Rope and Chain
 - K. Electrical Supplies
 - L. Nails, Screws
 - M. Gloves
 - N. Hand Tools
 - O. Chain Saws
4. Check availability or rental generators 150 and 100 KVA, Boom Truck, Flatbed, Man Lift.
5. Crank and test run generators.
6. Inspect Command Center-test phones, inventory supplies and replace as needed.
7. Review contractor, utility repair and engineering services on Call List for updates.

72 to 96 Hours Prior:

1. Hold a meeting of Facilities Management and EOC Personnel to review procedures and determine if alternate or replacement personnel are needed. ID those relocation to campus and where.

48 to 72 Hours Prior:

1. Relocation of unnecessary vehicles to another location.
2. Begin boarding of exposed glass areas,

0-24 Hours Prior:

1. Inspection of camps for (as long as conditions permit):
 - A. Removal wind blown debris.
 - B. Windows/doors that have blown open
 - C. Flooding from rising water or rain

EMERGENCY PREPAREDNESS/RECOVERY PLAN

PURPOSE

This Disaster Management Plan (CUDMP)

available, it is understood that assistance will be requested through the Orangeburg County Emergency Preparedness Director and from surrounding agencies-including Local, State, or Federal agencies, as needed.

The Claflin University Plan will provide for local coordination of resources furnished from outside agencies responding to request for assistance. It is understood that the University will provide such assistance to other agencies as possible when necessary.

SITUATION

Claflin University is vulnerable to a wide spectrum of natural and man-made disasters, including but not limited to: storms (tornado, wind, thunder, and hail), fires and explosions, earthquakes, dam failure, and industrial type disasters (fixed and mobile radiological emergencies and a variety of possible hazardous materials catastrophes).

MISSION

Claflin University will provide for the protection of students, faculty, staff, visitors, and material resources of the campus in order to minimize injury, loss of life, and damage resulting from any kind of disaster. The Administration of Claflin University will provide the continuity of management function, damage assessment, - public and private- and immediate attention to the re-establishment of normal operations and to support the Claflin academic mission.

EXECUTION

1. Pre Impact phase Activities in this phase are designed to develop a strong University emergency response capability and to organize all levels of administration to assure full utilization of all resources by completing the following:
 - a) Conducting public training and education programs to assure a continuing capability to accomplish disaster response objectives;

- b) Preparing and conducting public information programs on disasters to educate the campus population on prevention and protection measures to be taken during a disaster.
- c) Developing a procedure for alerting, notifying, and mobilizing key officials and emergency response personnel in the event of disaster:
- d) establishing mutual support agreements, as necessary with other local adjacent governments;
- e) Preparing plans for disaster recovery phases from disaster; and
- F) Establishing the necessary emergency powers, to include a line of succession, in order to maintain continuity of administration during any type of disaster.

2. Disaster Phase During this phase, the operational activities of Claflin University will be accelerated to increase the state of preparedness of the campus population to meet and cope with an impending or imminent disaster- if warning is sufficient. The disaster phase shall include all of the following:

- a) In the event of a disaster with little or no warning- operational activities will be directed towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster;
- b) The Chief of Public Safety or designee, shall notify the President- as to the nature of the disaster.
- c) The President or designee- shall use his/her Presidential discretion to declare a MAJOR EMERGENCY.

d) The declaration of a MAJOR EMERGENCY automatically triggers the implementation of the Claflin University Emergency Preparedness/Recovery Plan.

e) An Emergency Operations Center (EOC) will be established as soon as possible after the declaration of a MAJOR EMERGENCY .

f) The necessary emergency operations will be initiated and maintained.

3. Post Impact During this phase, University Administration, the Fire and Police Department, Facilities Management and Operations, and other departments as needed will undertake operations necessary to administer to the sick and restore law and order, stop on-going loss, repair damage to facilities and utilities, establish housing for displaced students, and provide class and laboratory facilities destroyed, damaged and/or otherwise made unusable by a disaster. The President, or his/her Designee will be responsible for determining priorities of effort, allocation resources to high

UNIVERSITY ADMINISTRATION

Each University division will establish specific plans, procedures, and checklists to accomplish responsibilities associated with that division's routine activities as they relate to essential services. Certain Annexes are affixed to this plan that are considered high priority and essential services. However, services may also – or in addition to those services with attached Annexes. – be considered essential depending on the nature and magnitude of the disaster.

The President

The President has the overall responsibility for the policy decisions affecting the pre-disaster activities, disaster operations and recovery operations of all divisions; as well as the coordination of emergency support provided by other Federal, State and Local Agencies.

The President is responsible to the Board of Trustees as the representative. The President represents the Board while directing and supervising activities of the University administration during the pre-disaster and recovery phase operations. The President is responsible for:

- A. Declaring a "Major Emergency," this will initiate the plan.
- B. Having over-sight of the Emergency Operations Center(EOC)

Chief of Police

Advise the President, Emergency Management Team, and Police Department on actions to be taken regarding all public health and medical matters.

Act as coordinating staff advisor to the President, the Emergency Management Team, and other University officials; apprise them of each emergency and of the overall readiness of the University to respond to all types of emergencies.

Ensure that communications, warning, and other necessary operations support equipment is readily available for use in the alternate Emergency Operations Center. Arrange for staffing of the Emergency Management Team during an emergency.

Request/assign equipment and resources necessary to handle the incident.

Work with the Public Information Officer to develop emergency instructions for Students Faculty and Staff, guest and any other people on campus the time an emergency is declared.

Establish a liaison with the emergency management staff in neighboring jurisdictions such as public utilities, public assistance agencies.

Use the local Emergency Activation Service plan to inform city and county residents about any emergencies.

Keep the State Office of Emergency Management informed of the emergency, and help coordinate state and federal assistance.

Obtain the assistance of Radio Amateur Emergency Services (RACES) personnel in establishing a logistics and resources communication net.

Coordinate all campus medical and public health services disaster operations, including requests for additional personnel, equipment, supplies, and transportation.

Coordinate water purification, insect and rodent control, inoculations for the prevention of disease, and other necessary health protection measures.

Inspect food and water stocks, and evaluate and recommend methods for the disposal of contaminated or spoiled foods and animal carcasses with the assistance of the Food Services

Conduct and coordinate the ongoing training programs and exercises necessary to prepare all personnel needed to handle emergencies; update the Emergency Operations Plan with information gathered from these training programs.

Claflin University Department of Public Safety

Assume responsibility as response and coordination authority for hazardous substance spills,

- Coordinate movement of displaced populations with Emergency Management Team and support agencies.

Orangeburg Department of Public Safety/ Fire Rescue

Conduct all regularly assigned functions relating to fire prevention and control to minimize loss of life and property due to fire.

Establish and maintain continuous communications between fire command posts, the forward command post, and the Emergency Operations Center.

Establish and maintain continuous communications with the Claflin University Department of Public Safety during any incident.

Assist in the conduct of all types of rescue operations.

Assist the Claflin University Public Information Officer in warning the public of impending danger; evacuate potential danger areas within zone responsibility and provide fire security in evacuated areas.

Decontaminate facilities, areas, roadways, and equipment during radiological incidents, environmental disasters, or hazardous or etiologic material spills.

etc.) used to move them; flooding; areas subject to wildfire; areas subject to major seismic activity; populations at risk to war-related attacks including attacks involving nuclear, chemical, or biological weapons, and other situations involving terrorist activities.

Refer to list of transportation resources (e.g., public and private buses, city trucks, truck rental companies, air services, etc.) likely to be available for evacuation operations.

Develop information for evacuees' use on the availability and location of housing facilities away from the threat of further hazard-induced problems.

Assist, as appropriate, the animal care and control agency staff's coordination of the actions that are needed to prepare for the evacuation of animals during catastrophic emergencies.

Student Health Center Director

Coordinate the use of health and medical resources and personnel involved in providing medical assistance to disaster victims.

Meet with the heads of local public health (Emergency Medical Services), hospital, environmental health, mental health, and mortuary services, or their designees, to review and prepare emergency health and medical plans and ensure their practicality and interoperability. When appropriate, the director will include local representatives of professional societies and associations in these meetings to gain their understanding of and support for health and medical plans.

Identify and prioritize health concerns and needs and request the appropriate resources from the Emergency Management Team.

Plan for, provide, and supervise nurses' services as needed.

Advise Environmental Health Services on health protection measures.

Director of Physical Plant Services

Coordinate with private sector utilities (e.g., power and gas) on shutdown and service restoration.

Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

Maintain and maximize the use of all Clallam University vehicles, facilities (including sewer system), and heavy equipment, and coordinate use of fuels, supplies, and Physical Plant personnel.

Assist the President and the Emergency Management Team to establish priorities for repair of damaged infrastructure.

Shut down utilities to prevent damage when necessary. Monitor the repair of electrical, gas, and water distribution systems. Provide emergency sources of electricity, gas, and potable water for essential campus and relief activities.

Clear major thoroughfares and remove debris which will enable emergency rescue operations.

Help protect facilities and make emergency repairs to essential University buildings, roads, and utilities.

Maintain back-up power sources for electrical power.

Perform damage assessment and collection of information regarding losses incurred during an emergency to give to the Risk Management Liaison and Chief of Police.

Provide emergency traffic engineering and control measures, including barricades and street closures.

Director of Student Housing, Director of Campus Dining Services,
and Vice President of Student Development

Prepare a list that identifies the buildings ~~that~~ have been selected for use as housing facilities and the number of people that can be housed in each.

During an emergency, assess housing facility ~~tion~~ regarding potential hazards and disaster conditions.

Make provisions to ensure the following items ~~are~~ available in sufficient quantities for use in housing facilities, when opened (these stocks ~~may~~ be pre-positioned or delivered at the time of need):

- Food supplies.
- Water and sanitary supplies.
- Clothing, bedding, and other supplies.
- First Aid/medical supplies, as appropriate.

Designate a housing facility manager and ~~make~~ necessary arrangements for staff members.

Coordinate with the Chief of Police and ~~Public~~ Information Officer to develop a public information program to make students and ~~employees~~ aware of availability and location of housing facilities.

Manage housing activities during emergencies.

Coordinate housing activities with the Chief of Police.

Advise the Emergency Management ~~team~~ on all housing related matters.

Coordinate with the American Red Cross and other volunteer agencies for provisions of food, clothing, registration of displaced or missing persons, emergency housing for students and families evacuated from residence ~~halls~~ apartments, and other relief functions.

Assist the Claflin University Public Informa ~~on~~ Office with inquiries from parents and relatives regarding the welfare of students.

The following section is taken from the Sodexo Corporation Disaster Management Plan outlining the company's contractual responsibilities to Claflin University:

SODEXHO CAMPUS DINING – CLAFLIN UNIVERSITY

Operational Standard:

DISASTER/EMERGENCY MASS FEEDING

EFFECTIVE DATE: August 22, 2011

PAGE: 1 of 2

DATE OF REVIEW:

REV. NO.:

REVIEWED BY: _____

APPROVED BY: _____

SUMMARY:

Emergencies resulting in the need for mass feedin

DRINKING WATER

An emergency may interrupt the supply of safe drinking water. The following procedure ensures adequate supplies of drinking water for the facility in case of an emergency:

1. Identify the emergency water source for the University by name.
2. Maintain adequate quantities of bottled water in storage. One gallon of water per person per day is essential. (Check state regulations for required water amounts.)
3. Use fruit juices, or vegetable juices from canned vegetables, in place of drinking water if necessary.
4. Disinfect water that is unsafe for human consumption by boiling, iodizing, chlorinating or using purification tablets.

MENU PLANNING GUIDELINES

The following was considered when planning mass feeding menus:

- x MEET THE NUTRITIONAL NEEDS of the groups you are feeding.
- x THE HIGHEST PRIORITY will be given to the feeding of residents.
- x SPECIAL DIETS may not be feasible to prepare.
- x BASE THE MENUS on existing food stores.
 - x Standardized, tested recipes should accompany the menu to eliminate error and guesswork and to assure consistently good products.
 - x There should be several menus to fit various situations, e.g., loss of fuel or water, breakdown of equipment, etc.
- x AVOID FOODS that are subject to quick spoilage or which require careful refrigeration.
- x FOODS SHOULD BE PALATABLE and widely acceptable.
- x MEALS SHOULD BE QUICK and easy to prepare and serve
- x THE EQUIPMENT and utensils available for cooking and serving may be limited due to damage, power failure, etc.

Provisions Contacts

Water

Operational Standard:

DISASTER/EMERGENCY MASS FEEDING

Food for consumption would be procured from ~~multiple~~ sources to ensure appropriate personnel are fed. Several area resources are listed below:

Sodexo Resources

South Carolina State University, Orangeburg, South Carolina
University of South Carolina, Columbia, South Carolina
Columbia College, Columbia, South Carolina

Bulk Food Resources (paper & plastic also)

SYSCO Food Services, Columbia, South Carolina
Coca Cola, Orangeburg, South Carolina
Pet Dairy, Orangeburg, South Carolina
Earthgrain Baking Company, Orangeburg, South Carolina

FOOD SERVICE MANAGEMENT

Management should follow the guidelines below to plan for emergency procedures:

1. Keep the overall cost of the operation to a minimum.
2. Make decisions about the type of service to ~~used~~ - whether centralized or decentralized.
3. Establish good working arrangements for a direct and continuing flow of food from point of delivery to the point of waste disposal.
4. Select appropriate locations for preparing and serving foods.
5. Plan the layout of serving area(s) and established lines of traffic.
6. Arrange for the lighting of the preparation ~~and~~ service areas so that if the emergency occurs at night, personnel may be able to see to work.
7. Make a list of the supplies and transportation ~~needed~~ and determine how they can be obtained.
8. Make a list of the equipment and utensils necessary for feeding and serving an increased number of persons.
9. Know the time needed for food preparation and the distribution of food.
10. Make plans for having a limited ~~water~~ supply, or no water at all.
11. Develop lines of communication with other ~~departments~~ in the facility and with resources in the community, including local ~~and~~ civil defense officials.
12. Make the emergency feeding plan an integral ~~part~~ of the overall disaster plan for the facility or the community when applicable.

FOOD STORAGE

Foods of all kinds are perishable. Follow the guidelines below to ensure an adequate food supply during an emergency.

1. Maintain an inventory of all food stores. Control temperature and humidity in food storage areas because they have the most effect on the storage life of foods.
3. Keep storage intervals short enough to detect any important change of nutrients, appearance, and palatability of food.
4. Rotate food supplies through temporary storage to keep them as fresh as long as possible during the emergency.
5. Use perishable items first in case refrigeration fails.

SANITATION AND WASTE DISPOSAL

Sanitation is the responsibility of everyone who prepares and serves food. Follow the guidelines below to ensure sanitation during an emergency.

- x Help control food borne diseases through good personal hygiene and sanitary food handling practices.
- x When employing manual dishwashing, immerse dishes and utensils for at least 30 seconds in clean, hot water at a temperature of 170 F, or immersed for a period of one minute in a sanitizing solution.
- x When using single service or disposable articles, store, handle and dispense them in a sanitary manner.
- x Know the emergency source of paper goods.
Follow proper waste disposal methods.

■

Operational Standard:

EMERGENCY WATER PROVISIONS:

The amount of emergency water to have on hand shall be determined Claflin University.

In the event of a disaster, emergency water will be provided Claflin University.

EMERGENCY PAPER PROVISIONS:

In the event of a disaster, Sodexho and/or Sodex Distribution Services will provide a three-day paper supply to the Campus Dining Unit.

END OF SODEXHO DINING FACILITY DOCUMENT

Vice President for Fiscal Affairs

Identify ways to cover costs associated with the incident.

Manage and directs resource support activities in large-scale emergencies and disasters.

Coordinate and collect damage assessment data from all appropriate personnel.

Coordinate with State Office of Risk Management.

Coordinate with insurance providers and adjusters.

Assist the Emergency Management Team in gathering the information necessary to declare the emergency to be a disaster, if needed.

Director of Information Technology

Coordinate with private sector and other providers of telephone and Internet services on shutdown and service restoration.

Assist the President and the Emergency Management Team to establish priorities for repair and restoration of damaged technology infrastructure and services.

Coordinate with Physical Plant Services to maintain back-up electrical power sources for critical computing and telecommunications infrastructure.

Perform damage assessment and collect information regarding losses in technology infrastructure and services incurred during an emergency, to give the Risk Management Liaison, Chief of Police, and administrators.

Make reo

THE AMERICAN RED CROSS

If present, in coordination with the Director of Housing

Establish and manage emergency shelters or lodging facilities in cooperation with the Social Services Officer and Emergency Operations Center Shelter Systems Officer.

Provide food, shelter, clothing, personal articles, and other emergency needs to incident victims.

Register displaced persons and provide welfare information services.

Provide for coordination and assignment of volunteers

WARNING DEVICES AND SIGNALS

Warning Devices

Claflin University has a radio dedicated to the National Oceanic and Atmospheric Administration (NOAA) Weather Station in place in the administrative office for the Police Department.

OUTDOOR WARNING – The Claflin University Department of Public Safety will attempt to provide outside warning via sirens, public address systems on patrol vehicles and soliciting the assistance of other University staff to keep personal contact and to warn people.

INDOOR WARNING – Various communication systems are available for indoor warning. These include (a) commercial radio and television broadcast, (b) fire alarms

NOTE: The entire or partial (depending on type of incident) Claflin University Community will be warned by utilizing the Reverse 9-1-1 System Emergency Preparedness Plan. This is coordinated by the Chief of Police with the Orangeburg County 9-1-1 Emergency Communications Center.

NOAA Weather Radio – NOAA weather radio is a service of the National Oceanic and Atmospheric Administration (NOAA) of the Department of Commerce. NOAA weather radio provides continuous broadcasts of the latest weather information directly from the National Weather Service offices across the country. Weather messages are taped and run in a cycle lasting on an average of four to six minutes, and are updated frequently throughout the day. When severe weather occurs, the routine broadcasting will be in

augmentation. External media will be interested less in details than in spectacle and “human interest” stories of universal appeal and quick impact.

Public awareness campaigns will not be 100% effective, especially during periods of heavy tourism with a large number of tourists or transients.

Telephone communications may be limited due to calls being made by concerned friends and relatives or may be completely disabled due to the effects of a disaster.

During major emergencies, emergency staff may be inundated by requests from local, state and national media for information about the event.

Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.

Concept of Operations

General

Message Content

Following is suggested general content for pre-impact messages. These will depend on the amount of time available for action and on the particular hazard:

- A. Type of hazard and/or emergency.
- B. Estimated area and time of impact.
- C. Property protection measures (e.g., sandbagging, taping windows)
- D. Disaster supply kit for surviving 72 hours, i.e., water, food, cots, flashlights, etc.
- C. Evacuation instructions (departure time, essential housing facility locations, etc.), if feasible to evacuate.
- E. Instructions on how to protect and care for young children, pregnant women, and senior citizens.
- F. Other “do’s and don’ts” if not feasible to evacuate, such as stay indoors, close all doors and windows, etc.
- G. How (and how often) officials will be in touch with the public during the emergency.
- H. Telephone numbers for specific kinds of inquiry (if staffed).

Limited Warning Available

Actions

Following are Emergency Public Relations actions that may be taken with limited notice. This list is not all-inclusive:

- A. Coordinate with President and Chief of Police to determine what protective action will be taken – (limited) evacuation or in-place shelter.
- B. Complete “stand-by” Emergency Public Information instructions with particulars for the event. Coordinate with Chief of Police to ensure warning systems (e.g., Emergency Activation Service, route, alerting, door-to-door canvassing) are activated and ensure Emergency Public Information is being disseminated.
- C. Contact media to repeat and update initial warning (especially if not provided through Emergency Activation Service) and provide Emergency Public Information contact name(s) and telephone number(s).
- D. Monitor media.

Message Content

Following is suggested general content for impact messages with limited warning available. Again, these will depend on the particular hazard. Hazard specific information and instructions are appended to this index:

Hazard; kind of risk posed to people and property.

Area at risk and predicted time of impact.

Protective action instructions. These may address specific groups (e.g., campus residents, faculty, and children's center) as well as the general public.

What officials are or will be doing. How (and how often) officials will be in touch with the public during the emergency.

After Impact

Actions

Following are Emergency Public Relations actions that may be taken after the impact of an emergency. This list is not exhaustive:

- A. Establish and maintain contact with the media. Provide information and any instructions, as approved by the President or his/her designee in concert with the Assistant Vice President for Communications and Marketing or his/her designee.
- B. Monitor media reports via radio and telephone inquiries for accuracy and respond as appropriate to correct rumors.
- C. Augment public inquiry and/or media relations staffs, if needed. Set up any additional facilities for Emergency Public Relations Operations (e.g., separate telephone bank for media center).
- D. Arrange for printing of camera-ready Emergency Public Relations material.
- E. Ensure distribution of printed materials to be

- D. How/where to get what help (for those affected).
 - E. Health hazards information.
 - F. Restricted areas.
 - G. Telephone numbers for inquiries regarding survivors.
 - H. What to do and whom to contact in order to offer help.
 - I. Telephone number for donation offers and inquiries, accompanied by donations policy (send money and make check payable to..., critical needs include X but please don't send Y..., package donations such and such way).
 - J. How and how often officials will be in touch with public during the emergency.
 - K. Instructions for evacuees to return to campus
 - L. The Assistant to the President for Public Relations, or designee, shall act as the Public Relations Officer for all emergencies.
 - M. A central information area for media inquiries has been designated at the James S. Thomas Science Building "Iowa Room". The back-up location in the event that the James S. Thomas Building is not available will be the H.V. Manning Library. Parking will be established in Lot #5. The primary phone number for emergency information is 535-5444. A media communications center has been designated at the James S. Thomas Building "Iowa Room". The college communications team will be set up in the James S. Thomas Building "Iowa Room". Parking will be established in Lot 7, on the west side of the James S. Thomas Building.
 - N. Once the Office of Public Relations has been notified of an emergency, the Information Technology Center will be contacted to arrange for the conversion.
 - O. Establish an Emergency Public Information Service to provide accurate information to the media and the public. This information will emanate from the Incident Command Center
- ONLY ONE SOURCE SHOULD VERIFY INFORMATION ABOUT THE INCIDENT TO AVOID CONFUSION OR INACCURATE RELEASES.
- P. Setting up media center during major emergencies at the James S. Thomas Building or the H.V. Manning Library.
 - Q. Pay attention to the needs of the seeing and hearing impaired and those who do not understand English.
 - R. Prepare instructions for evacuees regarding evacuation routes, shelter locations, and transportation for each type of emergency.

LAW, ORDER AND PUBLIC SAFETY

Purpose

Any emergency situation can lead to destructive behavior by citizens and the need for security for persons and property. This section describes the Claflin University Department of Public Safety to provide enhanced law enforcement services, building security, traffic control and the dissemination of accurate public information during an emergency and during the time required to restore Claflin University to normalcy, whether the disorder stems from natural or human-caused disasters.

Situation

Claflin University has experienced natural disasters such as high winds and heavy snowfall, human-made emergencies such as fires and flooding in buildings, and civil disturbances. During such emergencies, Claflin University Department of Public Safety personnel must be prepared to provide additional security to University property as well as any students and staff displaced by the disaster.

Police personnel must also be prepared to cope with traffic control issues ranging from persons fleeing the incident area to emergency vehicles and media attempting to reach the incident site, all of which carry the potential to disrupt or destroy conventional traffic patterns.

Finally, Police personnel must be able to assist the Public Relations Office with the dissemination of accurate information to faculty, staff, students and their parents, and the general public.

Assumptions

Most emergencies will occur with little to no warning and the initial response must be made using the police personnel on duty.

Claflin University Department of Public Safety personnel are trained to respond appropriately to most hazards that threaten the campus, as are other University Officials on duty.

Concept of Operation

Response to large-scale emergencies will involve the expansion of normal Claflin University Department of Public Safety responsibilities. One or more Command Posts could be established,

usually at the same location as the Orangeburg County Sheriff or Orangeburg Department of Public Safety Incident Command Posts. The senior police officer at the scene will facilitate

response activities between University personnel and representatives from other agencies, and will remain in charge of the incident until relieved by a higher authority.

Additional duties of police personnel may include scene security and traffic control, commencement of criminal or other investigations as required, disseminating warnings and other vital information to citizens and victims, supervise crowds and control civil disturbances.

The line of succession for the College Police will be:

A. Chief of Police

B. Senior police Officer on Duty

The Chief of Police will normally respond to the Emergency Operations Center.

The control of large-scale emergencies may require the expansion of normal police operations and the request for assistance under mutual aid agreements. Any forces mobilized under mutual aid agreements will operate under the direction of the Claflin University Department of Public Safety with unified command.

Responsibilities

A. Respond to and evaluate all campus emergencies, whether natural or human-caused. Follow the Emergency Operations Plan where indicated.

B. Establish Field Command Posts as required by the situation. Coordinate with the Orangeburg Department of Public Safety Central Communications Center.

C. Maintain and restore order at the scene of the emergency. This may include the dissemination of warnings and other vital information as well as assisting in the evacuations of buildings or residence halls.

D. Coordinate communications efforts, both at the scene of the emergency and at the Emergency Operations Center.

E. Enforce laws and regulations as appropriate to the nature and scope of the emergency.

F. Direct and control traffic.

G. Provide security and protection for vital resources and personnel.

H. In the case of human-caused emergencies, initiate an investigation into the cause of the emergency where appropriate.

I. Coordinate additional resource assistance requirements with the Orangeburg Department of Public Safety, Orangeburg County Sheriff's Department and the South Carolina State Highway Patrol personnel.

J. Maintain a log of activities.

ENVIRONMENTAL HEALTH AND SAFETY

Purpose

This section provides a point of reference for the Emergency Management Team in dealing with large-scale on-site emergencies or community-wide catastrophes that may involve:

General Health & Safety

Hazardous Materials

Radiological Hazards

Biological Hazards

Additional detail, specific procedures and update contact information regarding these topics are maintained by the Claflin University Department of Public Safety.

Responsibilities

Chief of Police

It is the responsibility of the Chief of Police to advise the Emergency Management Team on matters relating to Environmental Health and Safety concerns resulting from unexpected incidents involving hazardous materials, radiological hazards, biological hazards, severe weather, or other hazards that may pose a threat to general public safety or the environment. The Chief of Police will plan, manage, coordinate and execute activities to mitigate these hazards.

Campus Community

It is the responsibility of campus constituents to cooperate with emergency response efforts and the Chief of Police to prevent injury and contain hazards. Employees may be asked to assist with some of these measures and it is their responsibility to render assistance where applicable and reasonable.

General Health and Safety

Responsibilities and Operations Concept

The Chief of Police, in cooperation with the Emergency Management Team (where applicable); will assess matters that have the potential to affect the general health and safety of campus constituents or the surrounding community. While the Logistics Coordinator will coordinate on-site response efforts related to the immediate health needs of the injured or ill, it is the duty

of the Chief of Police to form response teams and coordinate, or conduct monitoring of potential health and safety hazards. Other University personnel may be enlisted to assist in assessing potential hazards (e.g., Physical Plant representatives, Hazardous Materials Manager,

Outside Agency or Contractor Involvement

The Orangeburg Department of Public Safety (Haz-Mat Team) is designated as the Emergency Response Agency for hazardous materials incidents within the City of Orangeburg. They will take control of the hazardous materials scene upon their arrival. Where further assistance is needed in conducting initial abatement, State or Federal assistance may be required. Information regarding these procedures and contact information is provided by the Claflin University Department of Public Safety.

Incidents Involving Radiological Hazards

Responsibilities and Operations Concept

It is the responsibility of the Chief of Police to advise the Emergency Management Team on matters involving, or potentially involving, ionizing radiation sources. Radiation safety and response to incidents involving radioactive materials is a complicated subject involving numerous scientific, safety and biological principles.

The following emergency scenarios have the potential to involve radiological hazards (these are intended as examples and do not include all potential incidents, nor should it be interpreted that all incidents listed will necessarily involve radiological hazards):

Fire: Heat degrading containment and the potential for widespread off-site migration of radioactive materials in the form of products of combustion (smoke). Health hazards involve inhalation of contaminated smoke, particularly of alpha emitters that may deposit in lung tissue.

Flood: (line breaks) Potential off-site migration of materials or degradation of containment resulting in a release of radiation.

Theft or Terrorist Incident : Potential exposure or perceived risk of exposure to the public or campus community resulting from the intentional activities of an individual(s) or group. A confirmed theft of radioactive materials from the University would also require notification of the Department of Energy (DOE).

Transportation Incident: Potential incident involving migration onto campus from an off-site source, or off-site migration potential resulting from accidents during delivery or export of University materials or waste.

Severe Weather Damage to building storing radioactive materials (potential breach of containment facilities)

Radiation Exposure To staff, faculty or students during the course of teaching/research activities.

Environmental Health and Safety Response

The Chief of Police will be in charge of initial response efforts to a radiological incident. This individual will make decisions based on information and advice provided by the reporting party. Control of the incident scene will be coordinated with the response activities of Orangeburg

SEVERE WEATHER EVENT S

Purpose

This section describes how the Claflin University Department of Public Safety will act to protect lives and property during severe weather events, how the University will effectively utilize resources to maintain an appropriate level of operation during severe weather.

Situation

On rare occasions, Claflin University may be forced to curtail or suspend operations due to severe, inclement weather. If snow removal equipment and personnel cannot keep roads and sidewalks clear enough to ensure the safety of students, staff and faculty, or buildings have been rendered uninhabitable due to damage; Claflin University may have to interrupt its normal operations.

Assumptions

- A. Claflin University will from time to time experience severe weather events that will impact normal operations.
- B. The most likely severe weather events will be heavy snow or blizzard conditions, but damaging winds, tornadoes, heavy rain and floods are also possible.
- C. Claflin University will typically have ample warning via the National Weather Service, National Oceanic and Atmospheric Administration, before experiencing severe winter storms, and minimal warning prior to most other major weather events.
- D. Certain University personnel, including members of the Emergency Management Team, will be notified of the weather emergency by telephone. If telephone service is not operating, contact will be made by person-to-person contact.
- E. Claflin University Students, staff and faculty will be warned about severe weather events by way of the campus e-mail system, the news media and the Emergency Activation Service. Faculty and staff are expected to take appropriate action to secure their students and staff from injury, as well as their work areas from damage likely from impending weather emergencies. News concerning University closure will be aired on local radio stations.
- F. Claflin University students, staff and faculty will make rational decisions about whether to report to campus on any particular day, whether the University has closed or not.

Concept of Operation

The intent of this section is to protect lives and property and to effectively use available resources to maintain University operations during severe weather.

Claflin University's Chief of Police, or designee, will gather information from on-duty police officers, Physical Plant Services personnel, local law enforcement agencies, National Weather Service bulletins, and other major public and private entities when possible, regarding conditions on campus and the surrounding community. The Chief of Police will recommend to the President or the Executive Vice President whether non-essential Claflin University services should be suspended.

If the incident occurs during the workday, the decision to close the University will be disseminated by way of the campus e-mail system, telephone, the news media and other means as appropriate. If the emergency occurs while the University is closed, the Chief of Police will be notified by 5:00 a.m. of conditions and recommendations. The decision to open late, close the University, or other schedule modifications will be made at that time and the appropriate notifications will be made.

The Office of Communications and Marketing will issue an announcement, via the news media, to inform the campus population of any disruption to normal campus operations, in a timely fashion. Announcements should indicate how long services would be interrupted when that information is known.

For severe snowstorms, the Physical Plant Services has identified areas of campus that are priorities for snow removal. As conditions dictate, additional stress is placed on available resources. To maintain access for police, fire and emergency medical vehicles, high priority areas will be served first.

Each individual is responsible for deciding if the conditions are safe for his/her travel. Claflin University's severe weather policy is driven by the needs of the entire campus community rather than the particular needs of each individual. The University's response to a given storm will take into consideration the conditions on campus, in the City of Orangeburg and the immediate region.

Categories of Severe Weather Emergencies

Snow and severe winter weather events may be classified as Phase I, II or III emergencies based on local and regional conditions.

Phase I Snow Emergency This classification is used when the situation requires no resources beyond those normally scheduled. Travel is possible but difficult in some areas. The safety of people on campus is minimally threatened by the conditions. Essential and emergency resources are readily accessible, snowfall is three inches (3") or less, and no extraordinary complicating conditions exist.

Phase II Snow Emergency- This classification is used when the situation requires more resources than can be applied. During snowstorms, travel is generally difficult and snow removal cannot keep pace with snowfall. Icy conditions, even traction and vehicle stability are seriously impaired, may qualify for this level of alert. Walking and bicycling may be impaired and unsafe for certain members of the community. Conditions such as black ice, high winds, poor visibility

and extremely low chill factors may be present. The safety of people on campus is not overtly threatened unless they are acting outside the range of sensible behavior. Emergency and essential resources may be delayed in reaching campus because of the current conditions.

Phase III Weather/Snow Emergency- This classification applies to the situation where snow removal has stopped or is seriously impaired. The National Weather Service or other recognized authority has declared the storm a severe winter storm. Travel of any sort is dangerous. External resources to support the normal operation of the campus may not be available. Health and life safety may be threatened because essential emergency resources are at maximum capacity. Under these circumstances, the University may be closed.

Damaging winds seldom impact the ability of the University to conduct normal operations unless they result in the interruption of utility services or block roads due to debris. Utility interruptions may impact individual buildings, parts of campus, or the entire campus. Utility interruptions due to high winds are usually beyond the scope of University personnel to mitigate. Most University resources will be directed at debris removal to restore the campus to normal function as soon as possible.

Damage from **tornadoes** may require the closure of individual buildings or the entire campus until damage can be assessed and repaired. University priorities will focus on warning and recovery as little can be safely done during a tornado.

Floods may result from natural events such as rain or sudden snowmelt or from broken water pipes. Depending on the extent of the flooding, parts of buildings, individual buildings, parts of campus or the entire campus may be closed. University resources will be focused on minimizing the spread of water into buildings and repair/recovery efforts.

Responsibilities

Claflin University Department of Public Safety

The Chief of Police is responsible for notifying the President of the type and level of severe weather emergency that exists. Based on this determination, the University may open later than scheduled, close early, or suspend operations for the entire day. The Chief of Police is also responsible for informing the University community of the decision, and communicating the decision to involved departments.

The Claflin University Department of Public Safety Officer on duty will provide current information to the Chief of Police on snow and other weather conditions. Police radios are on Channel 1, and Physical Plant radios are on Channel 2.

During weather events that are not likely to warrant closure, (e.g., Phase I and II snow emergencies, high winds, localized flooding due to broken pipes) the Police Department will also notify the appropriate managers of Physical Plant Services so that snow removal and/or damage mitigation and repair efforts may be started.

Physical Plant

The Physical Plant Director or the Grounds Department Supervisor should be notified once snow depth on sidewalks or roads reaches three inches (3").

DAMAGE ASSESSMENT AND RECOVERY

Purpose

To provide a system to estimate the impact of a disaster and describe the steps necessary to re-establish services, restore affected areas and reduce vulnerability to future disasters.

Concept of Operations

The immediate response phase during large-scale disasters or emergencies will require an assessment of the magnitude of loss in physical and social terms. This assessment will be the basis for University mobilization of human and material resources needed for recovery and reconstruction. The assessment will also provide the basis for State and Federal disaster declarations. The Risk Manager (designated at the time of emergency) will work in conjunction with local, state and federal agencies to develop the assessment. Damage Assessment Coordinator will also relay all available information to the Chief of Police as soon as possible and is responsible for regular updates.

Damage assessment and recovery efforts provide immediate and long-range planned redevelopment after a disaster. Redevelopment should be consistent with proven mitigation techniques for hazard reduction to avoid occurrence of the disaster in the future.

Responsibilities

- A. Organize and implement local damage assessment capability to assess all disaster related damage and to expeditiously forward estimates of that damage.
- B. Coordinate continuing damage assessment operations to include submission of all required reports both state and federal.
- C. Provide an assessment of all impacted areas including social, environmental, physical and economic considerations.
- D. Prepare maps based on available information to designate appropriate hazard areas.
- E. Create redevelopment plans for the areas considering ways to reduce future vulnerability including relocation of structures and facilities.
- F. Emergency Preparedness Measures
- G. Recovery and mitigation planning will be required before federal relief may be furnished.
- H. Recovery planning should be accomplished on the basis of the most likely threats and those most hazardous to the community.
- I. Options and costs for each mitigation strategy will be developed.

SHELTER AND FOOD FACILITIES

Purpose

During disasters, the Director of Residential Life, the Director of Physical Plant Services, and the Director of Campus Dining Services will coordinate actions necessary to provide for temporary lodging and mass feeding of persons displaced by this disaster. Crisis Management Team consisting of the Vice President for Student Development, the Director of Campus Dining Services, the Director of Residential Life, and the Director of the Auxiliaries, will collaboratively manage housing and food provisions.

Situation

Clafin University and the Orangeburg area are vulnerable to a variety of threats that could result in the displacement of campus and other persons and place them in dangerous situations.

Assumptions

A. Up to 1,000 people may require shelter, food and minor health care as the result of the campus emergency.

B. No more than two (2) persons per room, up to

Concept of Operation

- A. Claflin University will be prepared to use untenanted areas to house people who are evacuated from unsafe areas of the campus.
- B. If possible, Residential Life will be prepared to provide temporary living space to evacuees, especially when there has been a warning of potential actual disasters. In the event of the need to shelter and feed evacuees, shelter food managers will be assigned.
- C. Volunteers offering to help ease the suffering of evacuees being housed on campus should be coordinated by the Crisis Management Team.
- D. Food will be provided through the combined efforts of Claflin University's dining facilities and other agencies (if needed), supplemented by voluntary help, if necessary. Claflin University Campus Dining Services will coordinate all such efforts on campus.

Responsibilities of the Crisis Management Team

- A. Coordinate with county and city officials concerning their requirements.
- B. Be aware of available facilities should on-campus relocation be required.
- C. Coordinate and develop plans to provide basic food services.
- D

PHYSICAL PLANT SERVICES

Purpose

To provide logistical and resource support to the emergency response effort.

Concept of Operations

The immediate response phase during large-scale disasters or emergencies will require Physical Plant Services to provide extensive logistical and resource support. This support may include relief supplies, transportation services, personnel, and heavy construction, debris removal, retention of and coordination with outside contractors, materials, and other logistical support. Physical Plant Services will also coordinate pass activities with city, county, state and federal logistics support organizations.

Responsibilities

- A. Assist the Chief of Police by providing the necessary vehicular equipment, barricades, road signs and road-blocks as necessary to guide, direct and control the movement of traffic.
- B. Coordinate actions required to remove debris and wrecked or disabled vehicles to permit continuous movement of vehicles and supplies on a priority basis.
- C. Coordinate or accomplish emergency repair campus roads to ensure the continuous movement of traffic and emergency equipment.
- D. Provide, maintain and coordinate all available transportation to move personnel, equipment and supplies throughout campus for the duration of the emergency.
- E. Supervise the emergency repair, modification or reconstruction of University buildings.
- F. Physical Plant Director shall serve as principal advisor in matters relating to the materials requirements generated by the emergency.
- G. Assign a priority to, and take action to respond to requests for material assistance in accordance with the policies established by the Chief of Police.
- H. Receive, record, fulfill, recruit or otherwise respond to all requests for personnel assistance necessary to clean-up, repair and rebuild. Serve as principal advisor in matters relating to repair and maintenance personnel requirements generated by the emergency.
- I. Establish and maintain liaison with the private sector and with government entities for the purpose of requesting and/or providing personnel with special skills.

- J. Coordinate actions to manage the ~~operation~~ ^{collection}, distribution and use of water supplies.
- K. Coordinate actions to provide for the removal of sewage and solid waste.
- L. Establish procedures and arrangements for ~~collection~~ ^{collection} and disposal of trash and garbage.
- M. Designate the locations for, and ~~supervise~~ ^{supervise} the construction of outdoor toilets, shower facilities, etc., as necessary for ~~the~~ ^{the} use of temporary residents.
- N. Maintain records of all materials expended.
- O. Identify and maintain a staging area for materials, personnel and equipment.

Emergency Preparedness Measures

- A. Perform a hazard analysis of all ~~campus~~ ^{campus} facilities and infrastructure to determine the likelihood of damage due to various types of emergencies.
- B. Prioritize modifications and repairs to ~~campus~~ ^{campus} facilities and infrastructure to reduce the potential for damage.
- C. Identify an inventory of University ~~equipment~~ ^{equipment} and supplies that may be needed during an emergency response. This inventory should ~~include~~ ^{include} the normal location or storage site for each item.
- D. Identify off-campus sources for materials

EMERGENCY MEDICAL SERVICES

Purpose

This section includes the process for coordinating medical and other personnel during emergencies.

Concept of Operations

The University needs to be organized to respond to emergencies that result in casualties on campus and to utilize campus resources as needed. Orangeburg Regional Medical Center will handle the treatment of casualties during major medical emergencies and the Orangeburg Department of Public Safety will be the primary response authority to any medical treatment that requires a 911 call. In the event that an emergency occurs on campus and/or campus facilities are needed as reception areas for evacuees, the staff of Claflin University Student Health Center may assist in providing treatment.

Assumptions

A. Medical emergencies may be the primary situation that requires a response (outbreak of communicable disease) or a result of a disaster (fire, hazardous material spills, and natural

B. The Student Health Center will inoculate against possible disease outbreaks and will maintain immunization records as mandated by South Carolina Law.

Emergency Response

Upon notification of an emergency, the Student Health Center Director will:

- A. Establish contact with designated campus personnel.
- B. Notify the Orangeburg Regional Medical Center about the nature of the emergency and the expected casualties.
- C. Maintain contact with the Orangeburg Regional Medical Center regarding their availability for receiving patients and plans to use other Orangeburg County facilities.
- D. In the event of an outbreak of communicable disease, the Student Health Center coordinator will contact the Orangeburg Health Department, the South Carolina Department of Health and Environmental Control will be contacted if needed.
- E. The Student Health Center Director will organize nursing staff to receive evacuees and/or those in need of outpatient treatment at Orangeburg Health Center. This will include

The Orangeburg Department of Public Safety will:

1. Coordinate medical response in the field, including administering CPR, first aid, and triage.
2. Arrange for transport of casualties to Orangeburg Regional Medical Center or other Orangeburg County facilities.

Claflin University Department of Public Safety, with assistance from the Orangeburg Department of Public Safety personnel, will:

1. Block off potentially dangerous areas.
2. Provide crowd control.
3. Assist in transport of casualties and/or evacuees.

The Orangeburg Regional Medical Center will:

1. Act as the primary response authority and provide emergency medical treatment.
2. Coordinate with local me

Orangeburg County Coroner will:

1. Identify casualties.
2. Make appropriate notification of next-of-kin.
3. Coordinate with local agencies for funeral and burial arrangements.

American Red Cross will:

1. Coordinate with campus personnel to respond to inquiries of families about the status of casualties.
2. Provide other support as requested.

The Student Health Center will:

1. Act as outpatient clinic and treatment center for minor injuries.
2. Ensure inoculation of students and coordinate with the Orangeburg Health Department to provide inoculation of faculty and staff against disease outbreaks.
3. Provide nursing care at campus shelters for evacuees as needed.

4. Provide shelter for evacuees as space allows.
5. Communicate with local and state medical health agencies as is appropriate for the emergency.

INFORMATION TECHNOLOGY

Purpose

In the event of a disaster or emergency, communications, including access to the University's computer systems, will be critical. The purpose of this section is to describe how the Claflin University Information Technology Department will provide communications support, as well as end user support to the University's management information systems, during an emergency response effort.

Concept of Operations

Voice and data communications support during the immediate response phase of an emergency or disaster are critical to the response and must be maintained. This includes access to the necessary telephone lines and data that is needed for the University to respond to the situation.

Equally critical during an emergency response is access to management information systems such as student information, personnel data, etc. As anticipated that both internal and external emergency agencies and workers will require availability of these systems, Information Services Systems, Database, Programming and Operations functional units will provide the resources necessary for access to this information.

Responsibilities

- A. Assist the Chief of Police to alert the campus of the emergency.
- B. Verify availability of data and assist the Chief of Police with gaining access to needed stored data.
- C. Coordinate with outside communications providers for additional or modified voice and data communications.
- D. Serve as the coordinator between the Emergency Management Team and Computing and Telecommunications to modify any changes in the communications plans.

RISK MANAGEMENT AND RECOVERY

Purpose

Mitigating the effects of, and recovery from, a natural or human caused disaster, will be of primary importance should a critical event occur on campus. Many critical incidents hold a potential for financial impact to the University in terms of overtime, damage repair, costs associated with relocation, and possible civil litigation. It will be the responsibility of the University controller, aided by Accounting Services, to investigate all emergencies and disasters which strike the campus to determine if claims or other fiscal impacts are anticipated, and to coordinate with the State Division of Risk Management, private insurers and various governmental entities to ensure that funding is available and properly distributed.

Concept of Operation

The Controller will investigate, analyze and evaluate each critical incident that occurs on campus or involves University personnel to determine whether the incident has an actual or potential loss. If there is no actual or potential loss, and no claims anticipated, then no further investigation is required. If there is actual or potential loss, a claim report will be developed.

Responsibilities

Inform the Risk Management Liaison of the emergency or disaster.

In cooperation with Physical Plant Services, assess damage to buildings and/or equipment.

Prepare for possible claim and settlement adjustment.

SPECIAL NEEDS SHELTER

DEFINITION: A Special Medical Needs Shelter is a temporary facility for individuals who have medical impairments that exceed the Red Cross or Health Services capability for basic first aid in emergency shelters, but have been able to maintain activities of daily living in a home environment prior to the disaster or emergency situation. The shelters are intended to provide a safe environment for those requiring limited medical assistance or surveillance due to a pre-existing health problem. Patients should have a plan to evacuate to a safer location with a family member or friend if at all possible and if there is adequate time. This shelter is a last resort for those with special medical needs.

“Special Medical Needs” patients usually require care at home by a Home Health, Private Duty or Infusion Company”

LOCATION: Educational Building at the Regional Medical Center with overflow to Orangeburg-Calhoun Technical College.

Patients who need to come to the Special Needs Shelter must bring the following:

1. A caregiver
2. Medications for at least 7 days
3. Special diet requirements for at least 7 days
4. Wound dressing if needed for 7 days
5. Any other special equipment (i.e., feeding tubes, catheters, etc.)
6. A cot/beach chair with pillow and blankets
7. Take equipment (canes, walkers, wheelchairs and etc.)

POTENTIAL PATIENTS FOR SPECIAL NEEDS SHELTER:

1. Heart problems with no chest pain
2. Oxygen Dependent
- 3.

COUNTY SITUATION REPORT FOR EOC

COUNTY: _____ LOCATION _____

8. Public Facilities Damage:

9. Hazardous Material Problems:

10 .Government/Schools Status:

11. Other Damages:

12.

Initial Damages	# Destroyed	#Major	#Minor
Single Family			
Mobile Homes			
Apartments			
Business			

NOTE: This form is designed for INFORMATION ONLY. Resources/ assistance should be requested separately.

Received By (If received by telephone):

Name_____ Date_____

TOWN EMERGENCY INFORMATION

Town/Community:

Contact Person:

Phone Number: _____ 24 Hour Number: _____

Page Number: _____ E-mail Address: _____

Fax Number: _____

Alternate Contact: _____

Phone Number: _____ 24 Hour Number: _____

Pager Number: _____ E-mail Address: _____

Fax Number: _____

Special Population/Special Problems: _____

Name of Grocery Stores in your area:

Possible Distribution Site:

RED CROSS-POST IMPACT NEEDS ASSESSMENT CHECKLIST

Please report within 2 hours of impact:
Fax (803) 536-5973 (If unable to fax, call 534-5735 or page 954-9966)

City/Town: _____

County: _____

Contact Person: _____

Phone# _____

Pager#: _____

Fax#: _____

E-mail address: _____

1. Immediate needs in your area:

1. Storm surge/ Sustained winds and Rainfall in area:

2. Residential Flooding/location:

3. Tornado activity/location:

4. Extent of Power/ utility outage/ communications disrupted:

4. Major road passable/impassable:

5. Special populations (example: Migrant worker, elderly, etc) affected:

TORNADOES

Tornadoes are a major source of injury to thousands of people every year. In an effort to reduce

AMERICAN RED CROSS CONTACT INFORMATION

Contact Person: Cindy Smith, Executive Director
Alternate Contact: Tammy Staley, Administrative
Assistant

Phone: 535-5735/536-5355

Fax: 536-5355

Pager: 954-9966 or 954-9431

Email Address: smith@crossnet.org

545 Louis Street
Orangeburg, South Carolina 29115

EARTHQUAKES

It is a known fact that South Carolina sits over a fault in the earth. There have been reports that State has experienced minor tremors at least once a year, although it is not detected by most residents. Orangeburg is located in a high risk zone, which means that there is the potential danger of an Earthquake threatening the lives of the county's residents. In the event that the Campus of Claflin University is subjected to the effects of an earthquake, the following precautions should be observed:

- A. The most important task and perhaps the most difficult one is **DO NOT PANIC**. The motion of the earth is frightening; but, unless it shakes something down on top of you, it may not be life threatening.
- B. If the earthquake catches you indoors, stay inside. Take cover under a desk, table, bench, or in doorways or hallways and against inside walls. Stay away from glass.
- C. **DO NOT** use candles, matches, or other open flames during or after the tremor as gas may be in the air due to gas leaks.
- D. If the earthquake occurs while you are outdoors, move away from buildings and utility wires. Once in the open, stay there until the shaking stops.
- E. **DO NOT** run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
- F. If you are in an automobile when an earthquake occurs, stop the vehicle in a clear area and remain in the vehicle.

Once the tremors have discontinued, the following steps should be taken:

- A. Check for injuries. **DO NOT** attempt to move seriously injured persons unless they are in immediate danger of further injury. If emergency help is necessary, dial 911.
- B. Check your utilities; but do not turn them on. Each movement may have cracked water, gas and electrical conduits.
- C. If the water pipes are damaged shut off the supply if possible and notify the authorities of the situation.
- D. If electrical wiring is shorting out, shut off the current at the fuse box.
- E. Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.
- F. Assist the handicapped in exiting the building. **DO NOT PANIC**
- G. Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.

H. Once outside the building, move to a clear area at least 500 feet away from the affected buildings

Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.

I. If requested, assist emergency personnel as necessary.

J. Stay out of severely damaged buildings. Aftershocks can shake them down.

K. DO NOT heed to or spread rumors. They do harm following disasters. Stay off the telephone except to report an emergency

L Turn on a battery-operated radio to hear any updates and emergency bulletins

M. DO NOT go sightseeing.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe the following should a utility emergency arise:

Computer Equipment:

The staff is asked to turn off as much computer equipment as possible, to prevent damage to equipment when power is restored.

Elevator Failure:

If you are trapped in an elevator, use the Emergency Phone to notify the Claflin University Department of Public Safety at EXT 5444. If the elevator does not have an Emergency Phone, turn on the Emergency Alarm (located on front panel), which will signal for help.

Plumbing Failure/Flooding:

Cease using all electrical equipment. Notify the Claflin University Department of Public Safety at EXT 5444 and Facilities Management at EXT 5271 and 5273 and if necessary, vacate the area.

Gas Leak:

Cease all operations. DO NOT switch on lights or any electrical equipment. Remember that electrical arcing can trigger an explosion. Notify the Claflin University Department of Public Safety at EXT 5444.

Steam Line Failure:

Immediately notify the Claflin University Department of Public Safety at Extension 5444 and Facilities Management at EXT 5271 and 5273.

Ventilation Problem:

If smoke odors come from the ventilation system, immediately notify the Claflin University Department of Public Safety at EXT 5444 and Facilities Management at EXT 5271 or 5273.

VIOLENT OR CRIMINAL BEHAVIOR

Everyone in the University Community is asked to assist in making the Campus a safe place by being alert to suspicious situations and prom

F. Be prepared to answer the police on the phone. Be patient; wait. Attempt to establish rapport with the captor(s). If medications, first aid or restroom privileges are needed by any one, say so. The captor(s), in all probability, do not want harm person held by them. Such direct actions further implicate the captor(s) in additional offenses.

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations, such as marches, meetings, picketing and rallies, will be peaceful and non-obstructive. However, if any of the following conditions exists, the Claflin University Department of Public Safety should be notified immediately:

- A. INTERFERENCE with the normal operations of the University.
- B. PREVENTION of access to office, building or other University facilities.
- C. THREAT of physical harm to persons or damage to University facilities.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself /herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations and/or uncontrollable behavior.

If a psychological crisis occurs:

- A. Never try to manage a dangerous situation by your self
- B. Notify the Claflin University Department of Public Safety of the situation at EXT 5444. Clearly state your need for immediate assistance; give your name, your location and the area involved.
- C. In extreme emergencies, dial 911, call the Claflin University Department of Public Safety at EXT 5444.

MEDICAL AND FIRST AID

If a serious injury or illness occurs on the campus, immediately dial 911 and the Claflin University Department of Public Safety EXT 5444; give your names and describe the nature and the severity of the medical problem and the Campus location of the victim.

In case of minor injury or illness, trained personnel should provide First Aid care. Only trained personnel should provide First Aid treatment (First Aid and CPR). Use only sterile First Aid materials.

In case of serious injury or illness quickly follow these steps:

- A. Keep the victim still and comfortable. DO NOT move the victim.
- B. Ask the victim, "Are you okay?" and "What is wrong?"
- C. Check breathing and give artificial resuscitation if necessary.
- D. Control serious bleeding by direct pressure to the wound.
- E. Continue to assist the victim until help arrives.
- F. Look for Emergency Medical I.D. Question the witness and give all information to the Paramedics.

Every Claflin University Department of Public Safety Officer should be trained in First Aid and CPR.

TWENTY-FOUR (24) HOUR ALERT

*Upon the issuance of a twenty-four (24)hour alert, all Claflin University Department of Public Safety Personnel ~~will~~ remain at a location where they may be reached by telephone or in person.

CURFEW

Curfew will be imposed in extreme situations by the President of the University. The University is also subject to any curfews imposed by the Mayor, Governor and the President of the United States of America.

Curfews may be imposed under the following circumstances:

- A. Severe weather conditions such as Hurricanes, Tornadoes, Flooding, Earthquakes etc.
- B. Power outage in the City of Orangeburg.
- C. Riot/ uncontrollable crowds.

DEATHS

If death occurs (Natural or unnatural) on campus, immediately notify the Claflin University Department of Public Safety at EXT 5444.

A. The Public Safety Officer on duty will immediately secure the area in which the death has taken place and await the arrival of the Coroner.

B. After the area is secured,

