IN AN EMERGENCY, CALL PUBLIC SAFETY AT 843.953.5611

EMERGENCY PROCEDURES

WHAT TO DO ...

BUILDING EVACUATION PROCEDURES
• When the fire alarm is activated, evacuation is mandatory. Follow instructions from emergency personnel.
• Do not use elevators.
• Take personal belongings (ID, keys, purses, wallets, phones) and dress appropriately for the weather.
• Close doors as you exit.
• Move all personnel to a safe area and away from the building in danger. Do not leave the area of congregation/refuge until authorized to do so by emergency personnel.

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

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

SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN
• Do not physically confront the person exhibiting the behavior.
• Do not let anyone into a locked room/building.
• Do not block a person’s access to an exit.
• Call Public Safety at 843.953.5611.

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

HAZARDOUS MATERIAL SPILLS
• If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
• From a safe area, call Public Safety at 843.953.5611.
• Be prepared to provide the following information:
  - name of the material
  - quantity of material
  - time of the incident
  - location of the incident
  - if anyone is injured or exposed to material
  - if a fire or explosive is involved
  - your name, phone number and location
• Follow instructions provided by the emergency responders.
• Evacuate, if necessary.

ACTIVE SHOOTERS
• If possible, exit the building immediately and call Public Safety at 843.953.5611.
• If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call Public Safety at 843.953.5611.
• Evacuate the room only when authorities have arrived and instructed you to do so.
• Do not leave or unlock the door to see “what is happening.”
• Do not attempt to confront or apprehend the shooter, unless as a last resort.
• Do not assume someone else has called police or emergency personnel.
• Remain calm and get as much information as possible from the threatening caller.
• Call Public Safety at 843.953.5611.
• Follow instructions from emergency personnel.

MEDICAL EMERGENCIES
• Cardiac Arrest/Heart Attack
  - Assess the scene for danger.
  - Check the victim.
  - Call or instruct someone to call Public Safety/EMS at 843.953.5611.
  - Locate an Automated External Defibrillator (AED), if one is available.
  - Perform CPR.
• Burns
  - Remove the cause of the burn.

FLOODING
Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:
• If you can do so safely:
  - Secure vital equipment, records and hazardous materials.
  - Shut off non-essential electrical equipment.
  - Wait for instructions from Public Safety or Physical Plant.
• Move all personnel to a safe area, away from the building in danger.
• Call Public Safety at 843.953.5611.
• Do not return to the building until instructed to do so by Public Safety or Physical Plant.
• Call Physical Plant for assistance with flood clean-up at 843.953.5550.

BOMB THREATS
• Remain calm and get as much information as possible from the threatening caller.
• Call Public Safety at 843.953.5611.
• Follow instructions from emergency personnel.

Stay informed. Be prepared. Visit emergency.cofc.edu