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 911.
• 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.

SUSPICIOUS PACKAGES
• Do not touch or disturb the object or package.
• Evacuate the immediate area.
• Call 911.
• 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 911.

GAS LEAKS, FUMES, VAPORS
• Do not pull fire alarms.
• Do not touch light switches or electrical equipment.
• Call 911.
• 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 911.
• 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 911.
• 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 911.
• Evacuate the room only when authorities have arrived and instructed you to do so.
• Do not leave the room 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.

MEDICAL EMERGENCIES
• Cardiac Arrest/Heart Attack
  - Assess the scene for danger.
  - Check the victim.
  - Call or instruct someone to call 911.
  - Locate an Automated External Defibrillator (AED), if one is available.
  - Perform CPR.
• Burns
  - Remove the cause of the burn.
  - Do not apply a dressing or creams or lotions.
  - Call 911.

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 Facilities Management.
• Move all personnel to a safe area, away from the building in danger.
• Call 911.
• Do not return to the building until instructed to do so by Public Safety or Facilities Management.
• Call Facilities Management 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 911.
• Follow instructions from emergency personnel.

PUBLIC SAFETY
Emergencies: 911
Non-Emergencies: 843.953.5609
emergency.cofc.edu

FACILITIES MANAGEMENT
843.953.5550
emergency.cofc.edu

IN AN EMERGENCY, CALL 911

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