



**HORRY GEORGETOWN**  
**TECHNICAL COLLEGE**



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# **SAFETY & EMERGENCY RESPONSE MANUAL**

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# HORRY GEORGETOWN TECHNICAL COLLEGE

## **Emergency Manual**

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# EMERGENCY RESPONSE PLAN

## Introduction

The basic emergency procedures outlined in this plan are designed to protect people and property through the effective use of College and community resources. Whenever an emergency affecting the College reaches proportions that cannot be handled by routine measures, the President or his designated representative(s) may declare a state of emergency, and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types or magnitudes.

## Purpose

The Emergency Response Plan provides a set of guidelines for College administrators to plan for and respond to College emergencies. While no guide could cover every conceivable situation, this document does supply the basic administrative guidelines necessary to cope with most common emergencies.

## Types of Emergencies

Types of emergencies covered in this manual are: Active Shooter, (Intruder), Bomb Threat, Campus Disturbance, Earthquake, Evacuation Procedures, Explosion (Aircraft Down on Campus), Fire, Hazardous Material Spill, Hostage Situation, Hurricanes and Tornadoes, Medical Emergency, Suspicious Mail/Packages, Terrorist or Criminal Act, and Utility Failure.

## Responsibility to Report Emergencies

All members of the Horry Georgetown Technical College community (Faculty, Staff and Students), its guests, and visitors are encouraged to report emergency situations or instances of possible violations of law or College policies to Public Safety personnel immediately (a listing of Emergency Contacts is provided in this manual). Public Safety officers have the legal authority and responsibility for responding to and/or investigating such reports.

The following is a non-inclusive listing of the types of incidents which require reporting: assault and battery; bomb threat; sexual offenses; theft of property; arson; distribution, manufacture, purchase, sale, use, or unlawful possession of controlled substances while on College property; extortion; possession of weapons on campus; vandalism; possession of stolen property; and threats to take the life of or inflict bodily harm upon another (including attempted suicides).

## Assumptions

The Emergency Response Plan is based on several assumptions about the problems likely to be encountered by the College during a major emergency or disaster. Specifically:

- a. An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning;
- b. The sequence of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and check list, and require field modification in order to meet the requirements of the emergency;

- c. Sound judgment, logical thinking, and reason are required in all emergencies, and may override any published guidelines or other written instruction; and
- d. Certain disasters may affect residents in the vicinity of the College. Therefore, City, County and Federal emergency services may not be available as they are responding to the greater community. These external services may be delayed 48-72 hours or longer.

### Emergency Management Team (EMT)

The Horry Georgetown Technical College Emergency Management Team (EMT) is authorized to implement a swift, unified and comprehensive response to a serious incident; handle public and internal communications related to the event; and investigate and evaluate serious incidents for the purpose of preventing or minimizing the impact of a future incident.

Communication about situations that are controversial or sensitive in nature but are not crises or emergencies (e.g., lawsuits, arrests, regulatory, negative news coverage, issues not affecting the majority of the College community, etc.) will be handled by the appropriate administrative officer(s) reporting to the President.

### Scope of Emergency Management Team (EMT)

The EMT will be convened to prepare for or respond to such events as:

- a. any death on campus or at a College sanctioned or sponsored event or in/around a HGTC facility;
- b. any death of a student or employee traveling to, from, or on behalf of HGTC;
- c. any near fatal accident or incident including, in some cases, attempted suicide;
- d. serious damage to College property;
- e. any threat to the health, safety, or welfare of the Faculty, Staff, or Students;
- f. other unusual incidents that demand special attention such as serious injury to a visitor or extraordinary damage to community property; (examples: transportation emergencies, riots, faculty/student threats, arson, etc.); and
- g. other incidents which, in the judgment of the President, or other Cabinet members, require or would benefit from input or coordination from the College EMT.

### EMT Membership

The EMT will report to the President through the Executive Vice President for Academic Affairs. The EMT members, and their overarching responsibilities, are as follows:

1. Senior Vice President Ext. 5208 – Responsible for all faculty and related academic matters, and overall coordination of the Emergency Management Team (EMT).
2. Vice President of Business Affairs Ext. 5279 – Responsible for financial matters, public safety and security, and all buildings and grounds.
3. Vice President of Technology and Institutional Planning Ext. 5296 – Responsible for all computing, telecommunication, and information technology services.

4. Vice President for Workforce Development, Provost – Grand Strand Campus Ext 2032 – Responsible for all administrative affairs on the Grand Strand Campus.
5. Associate Vice President for Human Resources Ext. 5212 – Responsible for all Human Resource and related legal affairs.
6. Associate Vice President for Student Affairs Ext. 5228 - Responsible for all student related matters.
7. Director of Marketing and Public Relations Ext. 5341 – Responsible for all communication with the external media.

At its discretion, the EMT may involve Public Safety, Law Enforcement, and other individuals, agencies and organizations, both internal and external to the College.

### EMT Emergency Response

1. Upon learning of an emergency condition, College EMT members will immediately take the necessary actions as outlined in the Appendices (specific responses by type of emergency).
2. Once any immediate threat of harm has been addressed, the EMT will convene in person or by telephone and will implement the College's Emergency Communication Plan (see next page).

# EMERGENCY COMMUNICATION PLAN

## Introduction

It is the belief of Horry Georgetown Technical College (HGTC) to communicate with its Faculty, Staff and Students, and the general public with openness, clarity, and in a timely fashion. As a College that receives public funds from the State of South Carolina, Horry Georgetown Technical College is subject to the South Carolina Freedom of Information Act. At the same time, the privacy of students is protected per the Family Educational Rights and Privacy Act (FERPA). It is also the belief of HGTC administration that open communications enhance Horry Georgetown Technical College's image and help relate the College's mission more effectively to students and prospective students, alumni, parents, faculty, staff, employers, potential donors and the general public.

The communications policy of the College during an emergency situation is based on the following guidelines:

- Establishing positive stakeholder relations and public image prior to the crisis;
- Coordinating and assessing the crisis response;
- Maintaining consistency of message with a credible designated spokesperson (usually the President);
- Communicating accurately and openly about the crisis;
- Communicating quickly to maintain a proactive response to the crisis;
- Maintaining flexibility consistent with the relative levels of uncertainty and ambiguity; and
- Closely monitoring reactions in the media and from various stakeholder groups.

## Emergency Communication – General Guidelines

General communication guidelines are as follows:

1. The purpose of the communication plan is to outline media relations and communications procedures during an emergency (as previously defined) at, involving, or affecting the faculty, staff, or students of Horry Georgetown Technical College. This policy is applicable to all HGTC locations; however procedures may vary for remote or distance locations. The President or appropriate Executive Officer will determine central campus involvement and appropriate delegation of authority to specific individuals. As soon as one member of the EMT is alerted to an emergency situation, he/she will immediately contact other members of the team. Depending on the nature of the incident, the President or his designee may convene a larger team to assist in assessment and response to the crisis.
2. The release of any information surrounding a crisis situation will be coordinated by the Director of Marketing and Public Relations. Only the President or his designee will be authorized to speak for the College in an emergency situation.

3. In addition to College officials, including the College's governing board (or Area Commission), others may be included in communications related to the specific emergency including, but not limited to:
  - Federal, state, and local officials including legislators if necessary;
  - First responders;
  - Law enforcement, (municipal, county, sheriff, highway patrol);
  - Military (state and/or federal);
  - Private sector businesses and commerce;
  - Media;
  - Healthcare agencies; and
  - Coastal Carolina University, and both public and private schools in Horry and Georgetown Counties.
4. Whenever possible, appropriate details and actions taken by the College during an emergency will be provided to students, staff and faculty first. Information will also be provided to those groups that may receive calls from the public. Constituents who will be contacted include:
  - Students, employees and families;
  - Parents of students;
  - Area Commission Members;
  - HGTC Foundation Board;
  - Community leaders and government offices; and
  - Media.
5. In all instances, the College must strive to balance a student or employee's right to privacy with the need to be cooperative with the media. The release of information regarding a student is governed by the Family Educational Rights and Privacy Act (FERPA).
6. When inquiries are directed to the College concerning a criminal charge or a pending criminal investigation, caution will be exercised in releasing information that could interfere with an investigation or a subsequent legal proceeding. Legal counsel will be contacted immediately to provide input into the response.
7. In the event of injury or death, the College will not release the names involved until notification of family/next of kin has first been achieved. The names may then be released provided authorization is on file to release directory information according to FERPA guidelines.
8. Information that is speculative will **NOT** be released. Unless proven and verified, the College will **NOT** release information on, or speculate about the following:
  - Number of deaths/injuries;
  - What was damaged, if anything;
  - Estimates concerning the extent of damage in dollars cannot be accurate



- during the first hours of an emergency and are best released when verified;
- Estimates concerning the length of time it will take to put a damaged facility back online;
- Speculation on cause and blame placed on any individual, agency or piece of equipment;
- Estimates of original costs;
- Comments on judicial or administrative processes in which findings have not been issued;
- College shutdown (if any);
- If and how safety rules were violated, by anyone;
- Possible effect(s) on the community; and
- Events as they transpired.

Once proven and verified, the College will release information about the following:

- Factual account of events as we know them;
- Background information;
- Update of events as they unfold;
- Actual cause of crisis;
- Course of action; and
- Extent of physical damages.

### Emergency Communication – Specific Actions

Upon learning of an emergency condition, HGTC's EMT will immediately convene in person and/or by telephone and will execute the following:

1. All facts will be gathered, and HGTC EMT members will decide the first course of action. A statement for release to the media, based on the information available, will be the first priority.
2. All media communications will be managed from the Director of Marketing and Public Relations, unless otherwise approved by the President.
3. A list of salient points summarizing the situation and covering possible media inquiries will be compiled and approved by the President. A statement will be conveyed to internal audiences via e-mail, via the HGTC website and via broadcast voice mail. External audiences will be notified through press releases and press conferences (if needed). All internal and external communication will direct the public to access the College website for updates. Off-campus and distance locations will determine procedures for student and staff/faculty notification at their location.
4. Based on the nature of the incident, the Director of Marketing and Public Relations may set up a media communications center or media emergency center as necessary in the President's Office, unless otherwise indicated. All media will be directed to assemble in the Board Room adjacent to the President's Office (or other approved site) to work and receive information. A designated spokesperson, generally a member of the EMT, will issue periodic statements to the media.

5. The, Director of Marketing and Public Relations or designee, will conduct all communications with the media and set up press conferences as required. Whenever possible, the press will be fully informed of all particulars as soon as they become known, provided there is nothing to preclude release. Only the designated College spokesperson will make all official announcements to the media. The Director of Marketing and Public Relations will coordinate with appropriate staff for input and response. Procedures for off-campus and distance locations will vary based on the situation and will be coordinated through the respective campus Provost(s).
6. Grief counseling, mental health services, support groups, memorial services, safety seminars, posters and brochures offering safety tips and hotline numbers that provide information to family members will be established depending on the nature of the crisis. Notification of such services will be provided through the AVP for Student Services.

# APPENDIX A

## **REPORTING EMERGENCIES ON CONWAY CAMPUS**

- Step 1: To report a Campus Emergency, contact: HGTC Public Safety - ext. 7806 from on campus or (843) 251-6111 or (843) 421-1760 from an off-campus line or cell phone; or look for and use a Campus Emergency Call Box. In an emergency in which Public Safety cannot be reached, call 911.
- Step 2: When calling, stay calm and carefully explain the problem and location. Do not hang up until told to do so. **Keep calm. Keep others calm.**

### **Emergency Call Box Locations CONWAY CAMPUS**

**NOTE:**

**Call Box locations may change due to the construction and demolition of buildings or other conditions occurring in the normal course of business. Please refer to the HGTC Website for the most accurate and current locations of call boxes.**

Building 100	Located inside Finance Office Located in second floor hallway
Building 200	Located in hallway by TechNet Room 216A Located in Industrial Wing hallway Located outside Room 204
Building 300	Located in main hallway on all three floors Located in hallway outside of Room 143

Building 500	Located in Salon foyer
Building 600	Located in rear hallway of Culinary Arts
Building 700	Located in main hallway
Building 800	Located in Front Foyer
Building 900	Located in first floor offices' hallway Located in Second floor offices' hallway
Building 1000	Located on first floor hallway Located on second floor hallway Located on third floor hallway
Building 1100	Located inside Student Accounts Office Located in Library Circulation Desk Located in hallway outside Burroughs & Chapin Auditorium Located in hallway near Room 226
Outside Locations	Building 1000 Parking Lot Courtyard near bridge Parking lot Building 200 & by University Blvd. Located outside Building 300 Front of main parking lots Rear of main parking lot Parking lot behind Cafe 1100 Parking lot behind Daycare Facilities Additional Parking Lot beside Building 1100 Front of Building 1100 Between Buildings 700 and 1100 Between Building 100 & Building 900 near Print Shop

# REPORTING EMERGENCIES ON GRAND STRAND CAMPUS

- Step 1: To report a Campus Emergency, contact: HGTC Public Safety - ext. 2115 from on campus or (843) 251-9405 or (843) 516-0147 from an off-campus line or cell phone; or look for and use a Campus Emergency Call Box. In an emergency in which Public Safety cannot be reached, call 911.
- Step 2: When calling, stay calm and carefully explain the problem and location. Do not hang up until told to do so. **Keep calm. Keep others calm.**

## Emergency Call Box Locations

### GRAND STRAND CAMPUS

**NOTE:** Call Box locations may change due to the construction and demolition of buildings or other conditions occurring in the normal course of business. Please refer to the HGTC Website for the most accurate and current locations of call boxes.

Building 100	Located in main lobby
Building 200 Main	Located in Student Accounts/Room 112 Located in Paralegal/Room 162 Located in Hospitality/Room 139
Building 200	Located in Old Science Wing-labs/Room 171
Building 200 Fore Wing	Located on first floor/Room 1110 Located on second floor-lab/Room 2209
Building 300	Located in hallway near Library
Building 600	Located in Hospitality Center - Across from Bistro



# APPENDIX B

## **HOW WILL I BE NOTIFIED IN THE EVENT OF AN EMERGENCY?**

The following methods will be used to notify the HGTC community of 1) inclement weather requiring a change in the College schedule/closing of a campus and 2) any incident posing an imminent threat to the health and safety of the Faculty, Staff, Students or greater community.

### For HGTC Students

- Mass e-mail to HGTC e-mail accounts from "WaveNet"
- College Web site: [www.hgtc.edu](http://www.hgtc.edu)
- College marquee on Highway 501, Conway, SC
- Media notification - Should inclement weather or other circumstances require the cancellation of classes, the College will contact various news media to announce closing status. Those TV and radio stations to which the College will provide closing information are: WBTW TV13, WPDE TV-15/WWMB TV-21, WCSC Live 5, WGTN 1400 AM, WJYR 1450 AM, WLNC 1470 AM, WLGI 90.9, WMYB 92.1, WJXY HOT 93, Pirate 100, WKZQ101.7, WYAK 103.1, Sunny 106.5, Kiss FM 98.5, WYAV 104.1, and WRNN 99.5.

Students should note that the cancellation of day classes does not automatically result in the cancellation of evening classes. It is the responsibility of the student to frequent the listed radio and TV stations for announcements concerning classes.

### For HGTC Faculty/Staff

- Mass e-mail to HGTC e-mail accounts
- College Web site: [www.hgtc.edu](http://www.hgtc.edu)
- Voice mail message via campus telephones
- College marquee on Highway 501, Conway, SC
- Media notification - Should inclement weather or other circumstances require the cancellation of classes, the College will contact various news media to announce closing status. Those TV and radio stations to which the College will provide closing information are: WBTW TV13, WPDE TV-15/WWMB TV-21, WCSC Live 5, WGTN 1400 AM, WJYR 1450 AM, WLNC 1470 AM, WLGI 90.9, WMYB 92.1, WJXY HOT 93, Pirate 100, WKZQ101.7, WYAK 103.1, Sunny 106.5, Kiss FM 98.5, WYAV 104.1, and WRNN 99.5.

## For Parents of HGTC Students

- College Web site: [www.hgtc.edu](http://www.hgtc.edu)
- College marquee on Highway 501, Conway, SC
- Media notification - Should inclement weather or other circumstances require the cancellation of classes, the College will contact various news media to announce closing status. Those TV and radio stations to which the College will provide closing information are: WBTW TV13, WPDE TV-15/WWMB TV-21, WCSC Live 5, WGTN 1400 AM, WJYR 1450 AM, WLMC 1470 AM, WLGI 90.9, WMYB 92.1, WJXY HOT 93, Pirate 100, WKZQ101.7, WYAK 103.1, Sunny 106.5, Kiss FM 98.5, WYAV 104.1, and WRNN 99.5.



# APPENDIX C

## **EVACUATION PROCEDURES**

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### **Action Steps:**

- a. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or other appropriate official.  
When the building evacuation (Fire) alarm is activated during an emergency, leave by the nearest "SAFE EXIT" or by the Building Evacuation Plan and alert others to do the same.
- b. Assist the disabled in exiting the Building.
- c. Keep streets, fire lanes, hydrant area and walkways clear for emergency vehicles and personnel.
- d. Do **NOT** return to an evacuated building unless told to do so by authorized persons.

# APPENDIX D

## **SUSPICIOUS MAIL/PACKAGES**

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

The U.S. Postal Service has defined some common characteristics of letters and parcels that should be considered suspicious and require additional care:

- Type of mail: Foreign, Priority and Special Delivery;
- Restrictive Endorsements: Confidential, Personal, To be Opened by Addressee Only;
- Visual Distractions: Fragile, Rush, Handle with Care
- Excess Postage: (usually postage stamps);
- Fictitious or no return address: incorrect titles, titles with no names, misspelling of common words;
- Oily stains or discolorations, powders, soil, sand, liquids of any kind, or sticky/adhesive substances;
- Excessive weight or uneven distribution;
- Excessive binding material, masking, electrical or strapping tape, wiring, or twine;
- Rigid, lopsided or uneven envelope; or
- Protruding wires, screws, or other electrical or mechanical parts.

If you identify a suspicious package, follow the procedures outlined below:

1. Do **NOT** handle, shake or empty it;
2. Do **NOT** carry to other areas or show it to other people;
3. If anything spills, do **NOT** try to clean it up;
4. Call Public Safety immediately. Campus security will notify appropriate local emergency response authorities.
5. Cover any spilled contents with clothing, paper or a trash can. Do **NOT** remove the covering materials from the spill;
6. Isolate all suspicious packages and cordon off the immediate area;
7. All personnel should leave the room, and if possible, turn off airflows, such as fans or air conditioning;
8. Anyone who touched the item should wash his or her hands with soap and water immediately and report the condition to Public Safety.
9. Make a list of anyone who has contacted the item. Include contact information and provide this information to Public Safety.
10. Contain the potentially affected individuals to ensure they receive proper medical attention.
11. Employees who may have come in contact with any contamination should shower and place all clothing in plastic bags as soon as possible. While showers may not be readily available, Public Safety Officers and/or HGTC Emergency Response Team personnel will assist. The clothing should be made available to the police and/or other authorities responding to the incident.

Attempt to verify the sender and/or the legitimacy of the package (i.e., ask the recipient if he/she was expecting a package that matches the suspect package's size and shape).

# APPENDIX E

## **TERRORIST OR CRIMINAL ACT**

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

Everyone is asked to assist in making the College a safe place by being alert to suspicious situations and promptly reporting them. If you are a victim or a witness to any on campus offense, avoid risks.

- Step 1: If you observe a terrorist or criminal act, or observe a suspicious person on campus, immediately notify Public Safety and report the incident. Give your name, nature of the incident, location of the incident, description of person(s), and description of property involved. Do not hang up until told to do so.
- Step 2: Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- Step 3: Should gunfire or discharged explosives hazard the College campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

## 1. Terrorism

Terrorism is the threat or use of force or violence against persons or property in violation of the criminal laws for purposes of intimidation, coercion or ransom. Acts of terrorism range from threats of terrorism to assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks (computer-based), and use of chemical, biological and nuclear weapons. One can prepare for terrorism in much the same way you would prepare for other emergency situations.

## 2. Preparing for Terrorism

- A. Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.
- B. Be aware of suspicious or unusual behavior. Do not accept packages from strangers. Unusual behavior, suspicious packages and strange devices should be promptly reported to Public Safety. **(Do not touch, disturb or attempt to open strange packages).**
- C. Do **NOT** be afraid to move or leave if you feel uncomfortable or if something does not seem right. Promptly notify Public Safety as soon as possible.
- D. Learn where emergency exits are located in buildings. You should note where staircases are located. Notice heavy or breakable objects that could move, fall or break in an explosion.
- E. In offices, keep a personal flash light and assemble an emergency supply kit for basic first aid. Separate the supplies you would take if you had to evacuate quickly, and put them in a backpack or container, ready to use.
- F. Be familiar with different types of fire extinguishers and how to use and locate them.

## 3. Chemical and Biological Attacks

### A. Chemical

Chemical attack agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people, animals or plants. They can be released by bombs, sprayed from aircraft, boats, or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents are also difficult to produce.

There are six types of agents:

- 1. Lung-damaging (pulmonary) agents such as phosgene,
- 2. Cyanide,

3. Vesicants or blister agents such as mustard,
4. Nerve agents such as: (tabun), (sarin), (soman)
5. Incapacitating agents; and
6. Riot-control agents (similar to MACE).

## B. Biological

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents which would likely be used by terrorists are bacteria, viruses, and toxins.

### 1. Bacteria

Bacteria are small free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.

### 2. Viruses.

Viruses are organisms which require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases which generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.

### 3. Toxins.

Toxins are poisonous substances found in, and extracted from, living plants, animals, or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.

Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others such as anthrax spores are very long lived. They can be dispersed by spraying them in the air, or infecting animals which carry the disease to humans as well through food and water contamination.

### 4. Aerosols.

Biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.

### 5. Animals.

Some diseases are spread by insects and animals, such as fleas, mice, flies, and mosquitoes. Deliberately spreading diseases through livestock is also referred to as terrorism.

### 6. Food and water contamination.

Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated by cooking food and boiling water.

Anthrax spores formulated as a white powder were mailed to individuals in the government and media in the fall of 2001. Postal sorting machines and the opening of letters dispersed the spores as aerosols. Several deaths resulted. The effect was to disrupt mail service and to cause a widespread fear of handling delivered mail among the public.

Person-to-person spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

#### 4. What to do during a chemical or biological attack

- A. Listen to College officials for instructions as whether to remain inside or to evacuate.
  - 1. If you are instructed to remain inside, do not leave the building where you are or other shelter during a chemical or biological attack:
  - 2. Turn off all ventilation, including furnaces air conditioners (thermostats), vents and fans.
  - 3. Seek shelter in an internal room, preferably one without windows.
  - 4. Remain in areas where toxic vapors are reduced or eliminated.
- B. If you are caught in an unprotected area, you should:
  - 1. Attempt to get upwind of the contaminated area.
  - 2. Attempt to find shelter as quickly as possible.
  - 3. Listen to College officials for instructions.

#### 5. What to do after a chemical attack

Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel. Decontamination is needed within minutes of exposure to minimize health consequences. Public Safety may direct individuals to a decontamination area.

#### 6. What to do after a biological attack

In many biological attacks, people will not know they have been exposed to an agent. In such situations, the first evidence of an attack may be when you notice symptoms of the disease caused by an agent exposure, and you should seek immediate medical attention for treatment. Promptly notify Public Safety as soon as possible.

#### 7. Nuclear and Radiological Attack

There is no way of knowing how much warning time there would be before an attack by a terrorist using a nuclear or radiological weapon. A surprise attack remains a possibility.

Taking shelter during a nuclear attack is absolutely necessary.

- 1. Shielding. The heavier, dense materials—thick walls, concrete, bricks, books and earth—between you and the fallout particles, the better.
- 2. Distance. The more distance between you and the fallout particles, the better. An underground area, such as a home or office building basement offers more protection than the first floor of a building. A floor near the middle of a high-rise may be better, depending on what is nearby at that level on which significant fallout particles would col-

lect. Flat roofs collect fallout particles so the top floor is not a good choice, not is a floor adjacent to a neighboring flat roof.

3. Time. Fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat to people during the first two weeks, by which time it has declined to about 1% of its initial radiation level.
4. Remember that any protection, however temporary, is better than none at all, and the more shielding, distance, and time you can take advantage of, the better.

## 8. What to do during a nuclear or radiological attack

- A. Do not look at the flash or fireball—it can blind you.
- B. If you hear of an attack notice:
  1. Take cover as quickly as you can, and stay there unless instructed to do otherwise.
  2. If you are caught outside, unable to get inside immediately, take cover behind anything that might offer protection. Lie flat on the ground and cover you head.
  3. If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.
- C. Protect yourself from radioactive fallout. If you are close enough to see the brilliant flash of a nuclear explosion, the fallout will arrive in about 20 minutes. Take shelter, even if you are many miles from ground zero—radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: **Shielding**, **distance**, and **time**.

## 9. What to do after a nuclear or radiological attack

In a campus building:

- A. Do not leave the building until Public Safety says it is safe. Follow their instructions when leaving.
- B. Cooperate with College officials. Sheltering with many people in confined space can be difficult and unpleasant.



# APPENDIX F

## **ACTIVE SHOOTER/HOSTILE INTRUDER**

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### **Action Steps:**

When an active shooter is in a **College building** and is actively causing harm or threatening imminent deadly harm to people, you must immediately seek cover and call Public Safety and/or 911. Give as many details as possible including your name, location, number of assailants, means of aggression and other pertinent information.

1. Do **NOT** sound the fire alarm to evacuate the building. Individuals may be placed in harm's way when they are attempting to evacuate the building.
2. Be aware of alternate exits if it becomes necessary to flee.
3. Persons should lock themselves in classrooms and offices as a means of protection. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under desks and remain silent.
4. Persons should stay low, away from windows and barricade or lock

their door(s) if possible and use furniture or desks as cover.

5. If possible, close blinds of any windows or openings that have a direct line of sight into the hallway.
6. Students and staff should not attempt to leave the building until told to do so by Public Safety. The only exception to this is, given the specific circumstances, a person feels reasonably sure that they are in more danger in staying in the building than in attempting to escape.
7. When you encounter Public Safety, keep your hands empty and in plain view at all times. If you are evacuating a building, carry nothing that could be mistaken as a weapon.

When an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people on **campus grounds**, you must immediately seek cover and call Public Safety and/or 911. Give as many details as possible such as your name, location, number of assailants, means of aggression and other pertinent information.

1. Run away from the threat if you can, as fast as you can.
2. Do **NOT** run in a straight line. Use buildings, trees, shrubs, and cars as cover.
3. If you get away from the immediate area of danger, report the incident to Public Safety and warn others.
4. If you decide to hide, take into consideration the area in which you are hiding. For example, will you be found and can you lock your self in as a means of protection?
5. If the person is causing death or serious injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. If hiding or playing dead, do **NOT** give away your position or stand up until told to do so by Public Safety or other officers.

When an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people **outside of your building**, you must immediately seek cover and call Public Safety and/or 911. Give as many details as possible such as your name, location, number of assailants, means of aggression and other pertinent information.

1. Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
2. If you can do so safely, get all occupants on the floor and out of the line of fire.
3. If you can do so safely, move to the core area of the building and remain there until police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

### When an active shooter **enters your office or classroom:**

1. If possible, call Public Safety and talk with a police dispatcher. If you can't speak, leave the phone line open so the police can hear what is going on.
2. Use common sense. If you are hiding and unable to flee, attempts to negotiate with the suspect may be successful. Playing dead may also be a good choice.
3. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Only you can decide if this is something you should do. Remember there may be more than one active shooter.
4. If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding officers who may mistake you as the shooter/assailant.
5. While escaping, as soon as you see an officer put your hands over your head and immediately comply with the office's instructions.

### What else can you do?

Prepare a plan of action for an active shooter in advance and communicate this plan to all students or others. Determine possible escape routes and know where the nearest building exits are located.

# APPENDIX G

## HOSTAGE SITUATION

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### What to do if taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions and remain alert. The captor may be emotionally imbalanced. Do not take actions which could be hazardous to your well being.
3. Do not speak unless you are spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
4. Try to relax. Avoid speculation. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
5. Be observant. The personal safety of others may depend on your memory.
6. Be prepared to answer questions by Law Enforcement officials. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct actions further implicate the captor in additional offenses.

# APPENDIX H

## **BOMB THREAT**

To report a Campus Emergency, contact:

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### **Action Steps:**

- Step 1: If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT...** Clear the area and immediately call Public Safety and/or 911. Do not hang up until told to do so.
- Step 2: Any person receiving a phone call concerning a bomb threat should ask the following questions.
- When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- a. Time of the call.
- b. Age and sex of the caller.
- c. Speech pattern, accent, possible nationality, etc.
- d. Emotional state of the caller.
- e. Background noise.

Immediately notify Public Safety. Report the incident and do not hang up until told to do so.

- Step 3: The College EMT will request from appropriate Law Enforcement officials a search of the property. Employees are requested to make a cursory search of their area for suspicious objects and report the location to Public Safety. **DO NOT TOUCH THE OBJECT.** Do not open drawers, cabinets, or turn lights on or off.
- Step 4: When told to leave by College officials, walk quickly to the nearest "SAFE EXIT" and ask others to do the same. Assist disabled persons in exiting the building. Once outside, move to the assembly point away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Step 5: Do **NOT** return to an evacuated building unless told to do so by Public Safety.

# APPENDIX I

## **CAMPUS DISTURBANCE OR DEMONSTRATION**

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### **Action Steps:**

Most campus demonstrations (including student and non-student demonstrations) such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

1. Interference with the normal operations of the College.
2. Prevention of access to offices, buildings, or other College facilities.
3. Threat of physical harm to persons or damage to College facilities.

If any of these conditions exist, Public Safety should be notified and will be responsible for contacting and informing the President, Vice Presidents, EMT members, and others. (If the demonstration is lead by non-students, Public Safety should consult the President regarding options for action.) Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

## Peaceful, Non-Obstructive Demonstration

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.

If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- a. Arrangements will be made by the Chief of Public Safety to monitor the situation during non-business hours, or
- b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

## Nonviolent, Disruptive Demonstrations

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:

- a. Demonstrators will be asked to terminate the disruptive activity by the AVP of Student Affairs, Public Safety officers or other designated persons.
- b. The AVP of Student Affairs will consider and may request having a photographer be available.
- c. Key College personnel and student leaders may be asked by the AVP of Student Affairs to join him/her at the area and persuade the demonstrators to desist.
- d. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified activity within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by Law Enforcement. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- e. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs and/or videotaping if deemed advisable.
- f. The AVP of Student Affairs may consult with the President and Chief of Public Safety and determine the need for an injunction and intervention by Law Enforcement.
- g. If determination is made to seek the intervention of Law Enforcement, the demonstrators should be so informed.

## Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the AVP of Student Affairs will be notified:

During Business Hours:

- a. Public Safety will contact the AVP of Student Affairs.



- b. The AVP of Student Affairs will consider and may request having a photographer be available.
- c. The AVP of Student Affairs may consult with the President, Public Safety officers and other Cabinet (EMT) members to determine the need for an injunction and intervention by Law Enforcement.
- d. Public Safety will provide an officer with a radio for telephone communication between the College and Sheriff's Department as needed.

After Business Hours:

- a. Public Safety should be immediately notified of the disturbance.
- b. The Chief of Public Safety will investigate the disruption and report and notify the AVP of Student Affairs.
- c. The AVP of Student Affairs will:
  - 1. Report the circumstances to the President.
  - 2. Notify key administrators, EMT (Cabinet) and if appropriate, other stakeholders as deemed necessary.
  - 3. Notify the Vice President for Business Affairs.
  - 4. Arrange for a photographer.
  - 5. If necessary, call for Law Enforcement assistance.

# APPENDIX J

## **MEDICAL EMERGENCY**

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### **Action Steps:**

- Step 1: If serious injury or illness occurs on campus, immediately call Public Safety. Give your name, describe the nature and severity of the medical problem, and the campus location of the victim. Do not hang up until told to do so.
- Step 2: In case of minor injury or illness, provide first aid care. **NOTE: Only trained individuals should provide first aid treatment (i.e., First Aid, CPR).** Use only sterile first aid materials.
- Step 3: In the case of serious injury or illness, properly trained personnel should quickly perform the following steps:
- Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
  - Ask the victim, "Are you okay?" and "what is wrong?"
  - Check breathing and give artificial respiration if necessary.

- d. Control serious bleeding by applying direct pressure on wound.
- e. Continue to assist the victim until help arrives.
- f. Look for emergency medical ID, question witness(es) and give all information to appropriate paramedic personnel.

Departments may have a person trained in first aid and/or CPR. Training is available through the College Public Safety Department.

# APPENDIX K

## PSYCHOLOGICAL EMERGENCY

To report a Campus Emergency, contact:

### Conway Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-Campus/Cell</u>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### Grand Strand Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-Campus/Cell</u>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### Georgetown Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-Campus/Cell</u>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### Action Steps:

A psychological emergency 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 breakdown. A psychotic breakdown may be manifested by hallucinations, uncontrollable behavior, or the person could be a hospital walk-away.

When an administrator, faculty member, or student is aware of an individual with a psychological emergency, one should assess the level of crisis and respond using the following as guidelines:

When an individual is **making or threatening an attempt on his or her life**, you should:

- Notify Public Safety of the situation immediately and clearly state that you need assistance; give your name, location, and description of the individual(s) involved. Public Safety will call and dispatch appropriate authorities (Law Enforcement, Counseling Services, etc.).
- Appear calm and confident that you can help the individual.

When an individual is **seriously depressed and has given thought to ending his or her life, might have a plan and means for carrying out that plan, might have experienced traumatic situations and behavioral changes,** you should:

- Remain with the individual.
- Appear calm and confident that you can help the individual.
- If a student, immediately escort the individual to Public Safety so that additional assistance can be sought.
- If an employee, refer the employee to Human Resources, the employee's supervisor and/or Public Safety. The College offers counseling services through its employee assistance program, entitled REACH, which can be accessed at 1(800)950-3434.

# APPENDIX L

## **COMMUNICABLE DISEASES AND PANDEMICS**

According to the Center for Disease Control, a pandemic is a world-wide disease outbreak that will affect an undetermined number of individuals. A pandemic occurs when a new virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily from person-to-person, causes serious illness or fatality, and can sweep across large geographic areas in a very short time. The pandemic can be avian flu (bird flu), H1N1 (swine flu), mumps, or any other communicable diseases.

### **Action Steps:**

Based on the nature and scope of the situation, the College's Emergency Management Team will take the necessary next steps, including but not limited to, cancelling classes, closing the College, etc. The College's response will be guided by carefully planned procedures and protocols, recognizing that any emergency will also demand flexibility and agility in a rapidly evolving situation, with a concern for protection of human life and safety first and then for continuity of operations, including continuity of instruction.

- Step 1: If a person is suspected of having a pandemic type condition, or has reported that condition to you, please notify the Senior VP. of Academic Affairs, Dr. Marilyn Fore (349-5208) or Judy Hardee, AVP- Human Resources at 349-5212. If the person having a pandemic disease is a student, also notify Greg Thompson, AVP-Student Affairs at 349-5247. These individuals must be contacted regardless whether the affected individual is a student, part-time or full-time employee, Early College student, faculty member, or staff, Continuing Education student or instructor, or other College guest.
- Step 2: When speaking with or learning of the affected individuals, gather as much information as possible. Obtain their name and phone number. Inquire about how and when they were diagnosed with the disease(s), with whom they have been in contact, areas of the College they may have frequented since learning of their condition, names of individuals they may have been in contact with, etc.
- Step 3: Request assistance from the HGTC Maintenance and Housekeeping staff to disinfect all potentially affected areas. Cleansing should include washing all hard surfaces with a 2% chlorine (bleach) solution, or approved sanitizing agents. Prevent and/or limit further access to any contaminated areas until appropriate sanitation measures can be completed.
- Step 4: Request that the individual desist from attending classes, coming to work, or otherwise coming in contact with other persons for a period of least one week, or as prescribed by their doctor or other officials. If the affected individual is a student, ensure that the Office of Stu-

dent Affairs, and appropriate Academic leaders (including instructors, Deans, Early College Faculty and Staff, etc.) have been properly and timely informed of the situation so that student attendance issues can be addressed.

Step 5: For additional guidance on how to detect, respond, and react to a Pandemic Condition, please contact the HGTC Human Resources Office at 349-5212. Also refer to HGTC's Policy and Procedure addressing Communicable Diseases and Pandemics. A copy of that Policy can be obtained from the HGTC Human Resources Department.

# APPENDIX M

## **EARTHQUAKE**

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

During an earthquake, remain calm and quickly follow the steps outlined below.

- Step 1: If indoors, seek refuge in a doorway or under a desk or a table. Stay away from glass windows, shelves and heavy equipment.
- Step 2: If outdoors, move quickly away from buildings, utility poles and other structures. **Caution:** Always avoid power or utility lines and trees as they can be energized. Know your area assembly location and go to that place immediately.
- Step 3: If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- Step 4: After the initial shock, assess the situation and if emergency help is necessary, report the emergency by telephone. Do not hang up until told to do so. Protect yourself at all times and be prepared for after-shocks.



- Step 5: Damaged facilities should be reported to Public Safety and Facilities Management. Note: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- Step 6: When the building evacuation (Fire) alarm is sounded, or when told to leave by College officials, walk quickly to the nearest "SAFE EXIT" and ask others to do the same. Assist disabled persons in exiting the building.
- Step 7: An Emergency Operations Center may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 8: Do **NOT** return to an evacuated building unless told to do so by Public Safety or other officials.

# APPENDIX N

## **EXPLOSION, AIRCRAFT DOWN ON CAMPUS**

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### **Action Steps:**

In the event an emergency occurs, such as an explosion or a downed aircraft (crash) on campus, take the following action:

- Step 1: Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
- Step 2: After the effects of the explosion and/or fire have subsided, notify Public Safety. Give your name and describe the location and nature of the emergency.
- Step 3: If necessary, or when directed to do so, activate the building alarm. **Caution:** The building alarm may ring only inside some buildings - Report the emergency by telephone. Do not hang up until told to do so.
- Step 4: When the building evacuation (Fire) alarm is sounded, or when told to leave by College officials, walk quickly to the nearest "SAFE EXIT"

and ask others to do the same. Assist disabled persons in exiting the building.

- Step 5: Keep streets and walkways clear for emergency vehicles and crews.
- Step 6: A campus Emergency Operations Center may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 7: Do **NOT** return to an evacuated building unless told to do so by a College official.

# APPENDIX O

## **FIRE**

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### **Action Steps:**

- Step 1: Know the location of a fire extinguisher, fire exits and alarm system in your area and know how to use them. Training and information are available through Public Safety.
- Step 2: If a minor fire appears controllable, immediately contact Public Safety. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- Step 3: If an emergency exists, activate the building alarm. **Caution:** The building alarm may ring only inside some buildings - Report the emergency by telephone. Do not hang up until told to do so.
- Step 4: On large fires that do not appear controllable, immediately notify Public Safety. Do not hang up until told to do so. Then evacuate all rooms, and close all doors to confine the fire and reduce oxygen - **DO NOT LOCK DOORS. NOTE:**

Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

- Step 5: When the building evacuation (Fire) alarm is sounded, an emergency exists. Go quickly to the nearest "SAFE EXIT" and ask other to do the same. **DO NOT USE ELEVATORS**. Assist disabled persons in exiting the building.
- Step 6: Once outside move the assembly point away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Step 7: An Emergency Operations Center may be set up near the emergency site. Keep clear of the area unless you have official business.
- Step 8: Do **NOT** return to an evacuated building unless told to do so by Public Safety.

**NOTE:** If you become trapped in a building during a fire, immediately notify Public Safety or see if a window is available. Place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC**.

#### **REMEMBER:**

**R - Report** the fire immediately to Public Safety.

**A - Activate** the building evacuation (Fire) alarm.

**C - Contain** by closing all doors to confine the fire and reduce oxygen.

**E - Extinguish** by knowing the location of fire extinguishers and how to use them.

# APPENDIX P

## HAZARDOUS MATERIAL SPILL

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### **Action Steps:**

- Step 1: Any spillage or release of a hazardous chemical or radiation material should be reported immediately to Public Safety. Do not hang up until told to do so.
- Step 2: When reporting, be specific about the nature of the involved material and exact location. Public Safety will contact the necessary specialized authorities and medical personnel.
- Step 3: The key person on the site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Public Safety personnel.
- Step 4: Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Public Safety.

- Step 5: When told to leave by College officials, walk quickly to the nearest "SAFE EXIT" and ask others to do the same. Assist disabled persons in exiting the building.
- Step 6: Once outside, move to a safe area at least 500 feet away up wind from the affected area. Keep streets and walkways clear for emergency vehicles and crews.
- Step 7: An Emergency Operations Center may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 8: Do **NOT** return to an evacuated building unless told to do so by Public Safety.

# APPENDIX Q

## HURRICANES AND TORNADOS

To report a Campus Emergency, contact:

### Conway Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-Campus/Cell</u>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### Grand Strand Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-Campus/Cell</u>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### Georgetown Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-Campus/Cell</u>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### Action Steps:

- Step 1: Once you have been notified of a serious weather situation with expected dangerous winds, take immediate shelter on the ground floor of buildings in corridors or hallways and alert others to do the same. Assist disabled persons in moving to shelter.
- Step 2: Avoid shelter locations with glass windows, shelves, and heavy equipment.
- Step 3: Sit close to corridor walls and cover your head and face with your arms.
- Step 4: If outdoors, move quickly to the ground floor of a building or seek refuge in a ditch. **Caution:** Always avoid power or utility lines and trees as they can be energized.
- Step 5: If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, exit the vehicle for appropriate shelter.



- Step 6: After the storm passes, evaluate the situation and, if emergency help is necessary, call Public Safety.
- Step 7: Report damaged facilities to Public Safety or Facilities Management.  
**Note:** Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- Step 8: If the building evacuation (Fire) alarm is sounded, or when told to leave by College officials, walk quickly to the nearest "SAFE EXIT" and ask others to do the same. Assist disabled persons in exiting the building.
- Step 9: Once outside move away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Step 10: An emergency Operations Center may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 11: Do **NOT** return to an evacuated building unless told to do so by Public Safety.

# APPENDIX R

## UTILITY FAILURE

To report a Campus Emergency, contact:

### **Conway Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 7806	(843) 251-6111 or (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Grand Strand Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 2115	(843) 251-9405 or (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

Also know the locations of the Emergency Call Boxes and use them in the event of an emergency.

### **Georgetown Campus:**

	<b><u>Calling from on-campus</u></b>	<b><u>Calling from off-Campus/Cell</u></b>
HGTC Public Safety (PS)	Ext. 1400	(843) 446-1869
When PS cannot be reached	Ext/ 9-911	911

### **Action Steps:**

- Step 1: In the event of minor utility failure occurring during regular working hours, immediately notify Facilities Management.
- Step 2: If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify Public Safety. Do not hang up until told to do so.
- Step 3: If the building evacuation (Fire) alarm is sounded or when told to leave by College officials, walk quickly to the nearest "SAFE EXIT" and ask others to do the same. Assist disabled persons in exiting the building.
- Step 4: Do **NOT** return to an evacuated building unless told to do so by a College official.
- A. Electrical/Light Failure  
Campus building emergency lighting is temporary and may not always provide sufficient illumination in corridors and

stairs for safe exiting. It is, therefore, advisable to have your own flashlight and portable radios available for emergencies.

B. Plumbing Failure/Flooding

Cease all operations. Do not switch on any lights or any electrical equipment and immediately notify Facilities Management and/or Public Safety.

C. Steam Line Failure

Immediately notify Public Safety or Facilities Management and, if necessary, vacate the area.

D. Ventilation Problem

If smoke odors come from the ventilation system, immediately activate the building evacuation (Fire) alarm, notify Public Safety and vacate the area.

# APPENDIX S

## **OFF CAMPUS CONTACT INFORMATION**

	<u>Telephone Number</u>
American Red Cross .....	843-477-0020
Conway City Fire Department.....	843-248-1720
Conway Fire Department – Station 2 .....	843-248-1726
Conway City Police.....	843-248-1790
Conway Medical Center .....	843-347-7111
Santee Cooper .....	843-248-5755
Federal Aviation Administration .....	803-465-5931
Grand Strand Regional Medical Center .....	843-692-1000
Grand Strand Sewer and Water .....	843-347-4641
Horry County Communication Center .....	843-915-5100
Horry County Emergency Medical Services (EMS).....	843-248-2900
Horry County Jail (J. Reuben Long Detention Center) .....	843-915-5140
Horry County Police Department .....	843-248-1520
Horry County Road and Drainage Hotline.....	843-381-8000
National Response Center (chemical and oil spills) .....	1-800-424-8802
National Weather Service.....	803-822-8135
Poison Control Center .....	1-800-222-1222
SC Health Department (Horry County) .....	843-381-8260
SC Highway Patrol Office (Georgetown, SC).....	843-546-7300
SC State Governor’s Office .....	843-734-2100
SC State Wildlife Law Enforcement.....	843-546-8523
SC State Law Enforcement Division.....	803-896-7400



HORRY GEORGETOWN TECHNICAL COLLEGE  
**EMERGENCY NUMBERS**

**EMERGENCY 911**

**CONWAY CAMPUS**

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**Public Safety** ..... OFFICE **349-7806**  
CELL#1 **251-6111**  
CELL#2 **421-1760**  
CCU Dispatch .....349-2177  
Kevin Brown.....cell 602-8543  
Harold Hawley .....cell 602-3344

**GRAND STRAND CAMPUS**

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**Public Safety** ..... OFFICE **477-2115**  
CELL#1 **251-9405**  
CELL#2 **516-0147**  
Greg Mitchell (Provost) .....cell 450-9294  
Kevin Brown.....cell 602-8543  
Harold Hawley .....cell 602-3344

**GEORGETOWN CAMPUS**

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**Public Safety** ..... CELL **446-1869**  
Greg Mitchell (Provost) .....cell 450-9294  
Kevin Brown.....cell 602-8543  
Harold Hawley .....cell 602-3344