

EMERGENCY OPERATIONS PLAN

Redacted version

UNIVERSITY OF SOUTH CAROLINA LANCASTER

**476 Hubbard Drive
Lancaster, South Carolina**

2007

Revised Feb 2017

**Approved _____
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Lancaster Regional Campus Dean**

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1.0 Introduction

This document serves as the coordinated Emergency Operations Plan (EOP) for all incidents that occur on or in near proximity to the University of South Carolina Lancaster (USCL) campus.

It begins with a discussion of plan principles, planning assumptions, concept of plan operation, site description and overview of facilities and their purposes. Section 2 explains the designations and responsibilities of the various members of the Incident Management Team, the security chain of command, and response teams. Section 3 defines the Incident Management System. Section 4 explains the threat analysis, and Section 5 details the building security program and communication strategies of the EOP. Section 6 provides guidance on communications strategies and responsibilities during an emergency. Section 7 details recommended actions to take on specified incidents and Section 8 provides references to documents and websites used in development of this plan. Section 9 – Appendix provides reporting and documentations forms.

1.1 Authority

The South Carolina Emergency Management Division is the coordinating agency responsible for the statewide emergency management program. State agencies develop emergency operations procedures that are consistent with and meet the requirements of the South Carolina Emergency Operations Plan (SCEOP). The SCEOP is an all-hazard plan developed for use by state government departments and agencies to ensure a coordinated and effective response to natural, technological, or man made disasters that may occur in South Carolina. The Campus Security Act signed into law November 1990 contains several requirements designed to strengthen campus safety. The USCL Administration is in support of the continuing development and implementation of emergency procedures as needed for the safety and protection of the university community.

1.2 Purpose of Emergency Operations Plan

USCL recognizes the need for a comprehensive, coordinated emergency management program, consistent with state law and USC policies that will serve as a guide for decision making and actions during emergencies. The Emergency Operations Plan incorporates into one document a description of the entire process of prevention, preparation, assessment, notification, mitigation and response to an incident on or having an impact upon the USCL campus. This document describes the procedures for consistent, appropriate responses to emergency situations. The plan is limited to addressing the immediate actions that must be taken in a coordinated manner during the critical early stages of an emergency or crisis in order to prevent or minimize harm to building occupants, university property and information.

1.3 Emergency Operations Plan versus Disaster Recovery Plan

This plan does not encompass disaster recovery or business continuity issues. Those plans, which include relocation options, equipment and furniture replacement, computer systems back-up and recovery technologies and services, are addressed separately in business recovery plans. A general statement concerned with planning for continuity of operations is included.

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1.4 Plan Principles

The following principles guide both the development of this Emergency Operations Plan and its implementation:

- 1) Safety First – the safety of all persons on campus is the primary goal of the USCL EOP.
- 2) Fast and accurate information gathering during an emergency will be essential for rapid decision making by the Incident Management Team.
- 3) Fast and accurate information sharing and communications among faculty, staff, students and visitors are vital during an emergency.
- 4) There will be inter-departmental cooperation and mutual support during an emergency.
- 5) Senior leadership of USCL and certain department heads will comprise the core of the Incident Management Team.
- 6) On-going training programs will be an integral part of the EOP. Employees assigned to response teams will receive training in requisite skills, knowledge and procedures.
- 7) A basic level of emergency supplies will be on-hand to mitigate certain needs arising from emergency situations.
- 8) All departments will endeavor to be prepared for emergency situations.

1.5 Planning Assumptions

- 1) An emergency situation may occur at the USCL campus during normal business hours when the majority of employees, students and visitors are present or during periods of limited activities on campus.
- 2) During such an emergency the campus *may* be in a ‘self-help’ mode for anywhere from 30 minutes to 3 days, depending upon the severity of the event in the Lancaster locale.
- 3) During such an emergency the most-senior level executives of the campus may or may not be on-site.
- 4) During such an emergency the building maintenance supervisor may or may not be on-site.

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Using these assumptions as a planning scenario, USCL formulated this plan for decision making.

1.6 Concept of Plan Operation

Effective response to emergency situations depends upon:

- 1) Rapid, accurate and complete notification to building occupants and emergency services agencies;
- 2) An Incident Management Team structure and clear lines of command and control;
- 3) Rapid and correct evaluation of the incident;
- 4) Trained multiple backup personnel for the Incident Command Team;
- 5) Resolution of the event or stabilization of the scene.

Execution of the USCL EOP entails adherence to procedures established for Incident Command System (ICS) and the National Incident Management System (NIMS).

1.7 Site Description

The USCL campus is located on the north side of Lancaster, South Carolina. It is situated on 150 acres, of which about 35 acres are developed. The remaining property is heavily wooded. All of the land is owned by the Educational Foundation of USCL (EFUSCL). Some campus buildings are owned by the state and others are owned by the EFUSCL and leased to the university.

Although one university building and the Dean's residence are on the north side of Hubbard Drive, the center of campus is bordered on the north by Hubbard Drive, on the east by University Drive, on the south by S.C. 9 by-pass (a 4-lane divided highway), and on the west by Gillsbrook Drive. Hubbard Drive, a city street, runs from Gillsbrook Drive to University Boulevard and parts of the campus are on either side of Hubbard. The center of campus is about 1/4 mile from the U. S. 521 / SC 9 interchange, nearer to Gillsbrook. All vehicle entrances to the campus are on Hubbard Drive. The center of campus is on the south side of Hubbard Drive.

One function is located in the downtown region of the City of Lancaster at 119 South Main Street. The building is owned by the City of Lancaster and leased to the university. The activities are related to Native American studies which includes collections, research activities, offices and a classroom. The facility is open to the public.

Surrounding properties – North: The campus is adjacent to a residential neighborhood situated on the north side of Hubbard Drive. Also to the north and across from the western most point of the campus is the Lancaster City Fire Department – University Fire Station. A small apartment complex is adjacent to

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and on the east side of the fire station. At the eastern most point of the campus, and situated on the north side of Hubbard Drive is a Methodist church and an assisted- living center.

Surrounding properties – East: Along University Drive are various commercial and retail establishments, including a contractor equipment rental and repair center, a storage rental business, a gas station and convenience store, etc. The southeast corner of campus property abuts the interchange of U.S. 521 / S.C. 9. The entrance ramp from 521 South to 9 West skirts this edge of the campus.

Surrounding properties – South: Across the S.C. 9 by-pass is a Wal-Mart and numerous other retail and fast-food outlets.

Surrounding properties – West: Across Gillsbrook Drive is a Pizza Hut and beyond it is a Home Depot. At the intersection of Hubbard Drive and Gillsbrook Drive is an entrance to a residential neighborhood that extends to the north. A Lancaster City EMS station is housed at the northwest corner of this intersection.

1.7 Site Description continued --

Campus facilities south of Hubbard Drive:

1. James R. Bradley Arts and Sciences Building
2. Starr Hall
3. Medford Library
4. Hubbard Hall
5. Maintenance and Security Building
6. Maintenance storage shed
7. J. P. Richards Tennis Complex
8. Gregory Health and Wellness Center
9. Native American Studies Center (119 South Main Street) Geographically separated at a distance of 1.4 miles)
10. Founders Hall
11. 521 Property

Campus Facilities north of Hubbard Drive:

1. Carole Ray Dowling Health Services Building and Conference Center
2. Doster House (Dean's Residence)

1.8 Building Occupants

On any given day campus facilities will be occupied by students, faculty, staff, administration, library patrons, individual members of the health and fitness programs, athletic events , vendors, contractors and others attending conferences and meetings on campus.

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Enrollment at USCL is approximately 1,600 (Fall 2015). There are 310 employees (includes faculty, staff and student employees and part-time). The number of visitors on campus will vary widely from day-to-day but reach several hundred on those days when the auditoriums are rented by area businesses and community organizations. Both daytime and evening classes are conducted.

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1.9 Building Uses:

1.9.1 James R. Bradley Arts and Sciences Building:

Classrooms
Biology and Chemistry Labs
400 Seat Auditorium
Multi-purpose room
Faculty Offices

1.9.2 Medford Library

Offices
Computer lab
Study areas
Academic Success Center
Federally funded student support program area
Classrooms
Faculty Offices

1.9.3 Starr Hall

Admissions and Financial Aid Offices
Business Office
Classrooms
Faculty Offices
Counseling Center
Bookstore
Student activities center
Student Activities Office

1.9.4 Hubbard Hall

Administration Offices
Auditorium
Faculty Offices
Computer labs
Computer network and telecommunications center
Classrooms
Nursing Simulation Lab and classes
IT Support Offices

1.9.5 Native American Studies Center

Faculty Offices
Classrooms
Research working space
Archives working and storage space

1.9.6 Founders Hall

Faculty Offices
Classrooms
Art studio

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1.9 Building Uses -- continued

1.9.7 Maintenance and Security Building

Offices

Shop

1.9.8 Gregory Health and Wellness Center

Offices

Gymnasium with elevated track

Fitness exercise room

Swimming pool

Showers / changing rooms

Free-weight room

Racquet-ball court

**1.9.9 Carole Ray Dowling Health Services and Conference Center
(formerly University Baptist Church)**

Conference Center

Coaching Staff

Administrative Offices

Faculty Offices

**1.9.10 521 Property, 1407 Charlotte Highway
(formerly residence and shop)**

Miscellaneous storage

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Sections 2-6 are redacted and only available to selected staff and local emergency personnel for operational security purposes.

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7.0 Specific Emergency Procedures

7.1 Bomb Threat

Anyone who receives a bomb threat should follow these procedures in the order shown.

Important -- DO NOT TOUCH any suspicious object.

- If you receive a threat by telephone, remain calm and attempt to obtain as much information as possible from the caller.
- Record the conversation if possible.
- Call Lancaster City Police at 9-911. Give your name, location and telephone number. Inform police of the situation, reporting the exact words of the threat, including information you may have as to the location of the threat, time of threat, and time you received the call.
- Notify your supervisor and call the Dean's Office at 6-7002 to report the situation.
- Do not evacuate the building and do not sound the alarm to do so -- wait for further instructions. USCL administration and local law enforcement authorities will be responsible for evacuations of buildings or the campus if necessary.
- If you spot something out of the ordinary that appears suspicious, report it to USCL administrators and the police. Under no circumstances should you touch, tamper with, inspect, or move suspicious objects or confront persons acting suspiciously.
- Immediately stop use of all wireless transmission equipment (cell phones, laptop computers, ipods, Blackberries, 2-way radios, etc).
- If the building is evacuated, move as far from the building as possible but at least 300 feet. Keep the street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to the building until told to do so by USCL administrators.
- In some cases, it will be necessary for law enforcement personnel to enlist campus personnel from the affected building to assist in the identification of suspicious packages. The **USCL Bomb Search Team** (volunteers trained in proper visual inspection techniques) will assist first responders as much as possible.
- Report bomb threats received by means other than telephone to police at 9-911.

7.2 Fire

- **In case of fire, call 9-911 immediately to notify the Lancaster Fire Department.**
- Call the USCL Dean's Office at 6-7002 to report the situation.
- Know where the fire alarm pull-box is in your building. Activate the alarm. Do not assume the alarm will send a message to the fire department – you must still call 9-911.

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- If the fire is small and appears controllable, promptly locate a fire extinguisher. Use the **PASS** technique:
 - Pull the retraining pin for the trigger;
 - Aim at the base of the fire;
 - Squeeze the trigger;
 - Sweep the fire area with a back and forth spray pattern.
 - (Always work with a buddy if possible and wear eye protection. Do not attempt to extinguish the fire if you are unsure about the process or your ability to control the fire).
- For large fires that do not appear controllable, evacuate all rooms and close all doors to confine the fire and reduce oxygen to it. Do not lock the doors.
- Assist the handicapped when exiting the buildings. **Do not use elevators during a fire.** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Faculty, staff and students are to communicate the emergency to other locations as they exit the building. Special attention should be directed to restrooms, offices, conference rooms and other assembly areas.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Stay there until an accurate headcount is taken.
- Assist emergency crews if requested.
- An Incident Command post may be set up near the emergency site. Stay clear of this area unless you have official business there.
- Do not return to an evacuated building unless told to do so by an authorized University official.

Note If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If a window is not available, stay near the floor where the air will be less toxic. Shout at regular intervals or rhythmically tap on the floor, a pipe or furniture to alert crews to your whereabouts. Do not panic.

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7.3 Hostage Taking

If taken hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor may be emotionally disturbed. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless 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 when possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.

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7.4 Criminal Behavior

Members of the USCL community are asked to help make the campus safe by avoiding risks, being alert to suspicious situations, and promptly reporting them. A campus security guard is located during evening hours in the lobby of Hubbard Hall. Guards provide assistance and monitor activities in parking lots and around buildings.

- If you are a victim or a witness to any on-campus offense, promptly notify USCL officials at 6-7002 and report the incident. Include the following:
 - Nature of the incident
 - Location of the incident
 - Description of the person(s) involved
 - Description of the property involved
- If you observe a suspicious person on campus, immediately notify USCL administration and report what you observed.
- Assist police officers if they are summoned by supplying them with all information and ask others to cooperate. Officers responding will treat all people present as possible suspects until order is established. This means you should keep your hands open and exposed and follow all commands.
- **Should gunfire or discharged explosives jeopardize the campus, the recommendation developed for survival is based upon RUN, HIDE and FIGHT in this order. Do what ever is needed to get away as a first choice. If this is not possible then concealment using all available protections is the next choice. Concealment refers to hiding yourself from the assailant. Cover refers to having a barrier that protects you from gunfire. If all else fails the final option is to attack the assailant using an ambush if confrontation is inevitable. When reasonably safe, contact police at 9-911.**

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7.5 Explosion

Observe the following procedures if you are in a building that suffers an explosion:

- Leave the building as soon as possible and activate the closest fire alarm. Do not stop to retrieve personal possessions or make phone calls. If objects are falling around you, get under a sturdy table or desk until they stop falling. Then leave quickly, watching for weakened floors and stairs and falling debris. As you exit the building, watch for falling debris from the exterior of the building.
- If there is a fire, stay low to the floor and exit the building as quickly as possible. **DO NOT USE ELEVATORS.** Cover your nose and mouth with a wet cloth or handkerchief. When approaching a closed door, use the back of your hand to feel the lower, middle and upper parts of the door. Never use the palm of your hand or your fingers to test for heat. If the door is not hot, open it slowly and check to see that fire and / or smoke are not blocking your escape route before continuing. Be prepared to crawl as smoke, poisonous gases and heat rise. If the door is hot, hang a white or light colored cloth or rag outside the window to alert firefighters of your location.
- If you are trapped in debris, do not light an open flame. Do not move about or kick up dust. Cover your mouth with a handkerchief or clothing. Rhythmically tap on a pipe or wall so rescuers can determine your location. Use a whistle if one is available. Shout only as a last resort when you hear sounds and think someone will hear you. Shouting can cause the inhalation of dangerous amounts of dust.

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7.6 Medical or Psychological Emergency

- Ambulatory Patient
 - Medical assistance can be provided to faculty, staff and students by the Health Services Center in the Carole Ray Dowling Building if the individual needing assistance is ambulatory. The staff can provide treatment of minor injuries during scheduled operating hours of 8 a.m. to 5 p.m. Monday through Friday.

- Non-Ambulatory Patient
 - If an individual needing assistance is not ambulatory, call 9-911 from a campus phone (911 from an off campus or cell phone) to request assistance from the Lancaster EMS.

- Health Services Center Medical Support Plan
 - In the event a campus emergency or disaster results in, or has the potential to result in the injury of faculty, staff or students, the Health Services Center Medical Support Plan can be activated by the Dean, Associate Dean or other Designated Official. This can only be done when scheduled patients are not already being attended to in the Center.
 - The Health Services Center staff will provide triage, emergency first aid, definitive treatment of minor injuries, and coordinate evacuation of the seriously injured through the Lancaster EMS to Springs Memorial Hospital and other area medical centers. This can only be done when scheduled patients are not already being attended to in the Center.

- When Summoning Emergency Medical Assistance
 - When calling for emergency medical assistance, provide the following information:
 - Nature of the medical emergency (type of injury, number of injured);
 - Location of the emergency (building and room number);
 - Your name and phone number from which you are calling;
 - If possible, stay on the phone until released by the 911 dispatcher.

7.7 Natural Disasters

7.7.1 Earthquake

During an earthquake remain calm and quickly follow these steps:

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- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Avoid power or utility lines as they may be energized. Know your assembly location and proceed there as soon as it is safe to do so.
- If you are in an automobile, stop in the safest place available, preferably away from power lines, overpasses, and bridges. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation. If emergency help is necessary, call 911. Do not panic, but protect yourself at all times and be prepared for after shocks.
- Report damaged facilities to campus administration. Gas leaks and power failures create special hazards – follow procedures for Utility Failure explained further in this plan.
- If an emergency exists in a campus building, activate the building alarm, call 9-911. Notify the Dean's Office at 6-7002.
- When a building evacuation alarm is sounded, walk to the nearest exit and ask others to do the same.
- Assist the disabled and injured in exiting the building. **DO NOT USE ELEVATORS IN THE CASE OF EARTHQUAKE OR FIRE.**
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews.
- Assist emergency crews if requested.
- Do not return to an evacuated building unless told to do so by an authorized University official.
- An Incident Command post may be set up near the site of the emergency. Stay clear of this area unless you have official business there.

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7.7.2 Hurricane

- The hurricane season extends from June through November.
- Dangers from hurricanes include high winds, flooding, and flying debris. Although hurricanes typically threaten coastal areas, their damage can be inflicted far inland. Hurricanes may also spawn tornadoes.
- A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater) are expected within 24 hours or less.
- If a hurricane threatens the South Carolina coast and inland communities, go to the University's website for instructions and information about precautionary measures to be taken.

7.7.3 Tornado

Tornado season is generally March through August. However, they can occur any time of the year. They tend to occur in the afternoons and evenings.

If a tornado is approaching, seek shelter in an interior room on the lowest level of a building. All USCL buildings have Severe Weather Shelters identified. Look for the signs in campus buildings and know where to go if severe weather is approaching.

Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. These winds can uproot trees and structures and turn otherwise harmless objects into deadly missiles. This can all occur in a matter of minutes. Normally a tornado will stay on the ground for no more than 20 minutes. However, one tornado can touch ground in several different places.

Tornado Watch

A tornado watch means that conditions are favorable for tornado formation. Remain alert and do the following:

- Review actions to take should a Tornado Warning be issued. Know where the severe weather shelter areas are in your building.
- Ensure that no physical conditions exist that would prevent your free movement to shelter areas. Clear any blocked doors, aisles, etc.
- Continue normal activities but be alert to the weather. Monitor a radio, television or internet website or watch the sky for worsening weather conditions.
- Do not call University officials for weather information. Keep telephone circuits open for emergency messages.

Tornado Warning

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- A tornado warning means a tornado has been sighted. Do the following:
- Take cover. Proceed to the nearest Severe Weather Shelter area in your building. Because of possible electrical failure, do not use elevators. Stay away from windows and other glass. Avoid auditoriums and gymnasiums with large ceiling and roof areas.
- In multi-story buildings, Severe Weather Shelter areas on the USCL campus are on the basement or ground level. In some instances, interior stairwells and restrooms are designated shelter areas. Look for the signs indicating Shelter.
- If you are in a frame or sheet metal building and conditions permit, move to a brick or stone building for added protection.
- Do not phone University officials for weather information. Keep telephone circuits open for emergency messages.

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7.7.4 Winter Storms

In South Carolina, winter storms are most likely to bring ice, strong winds and freezing rain. These storms can cause downed trees, falling limbs, structural damage, and power outages.

A **winter storm watch** means severe winter weather is possible. A **winter storm warning** signals that severe weather is expected. A **blizzard warning** signals severe weather with sustained winds of at least 35 miles per hour, and a **traveler's advisory** means that conditions may make driving difficult or dangerous.

Occasions may occur when weather-related conditions necessitate that USCL announce a delayed arrival time, an early dismissal time, or remain open for essential personnel only. In all cases, employees and commuting students must use their best judgment in determining their personal safety when traveling between home and the campus.

When weather affects the University's operating schedule, the University normally follows directions issued by the Governor for state agencies. However, because staff and students travel to campus from across a wide area, University officials may decide, independent of any state decision, that a delayed opening or closing is necessary. In some instances, University officials may opt to cancel classes although campus administrative offices remain open. Unless the Governor issues a Declaration of Emergency, or unless University officials announce a delayed opening or an early closing, employees are expected to report to work.

Each employee must ultimately decide if conditions make travel unwise. An employee who is unable to get to work because of weather related conditions, even though the University is open, may use annual leave, make-up the time missed, or take the day without pay. If the Governor grants forgiveness for a weather related absence, that information will be posted on the USC website as soon as it becomes available.

If classes have not been cancelled, commuting students who feel it is unsafe to travel to campus must clear their absence with the professors whose classes will be missed.

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7.8 Terrorism

Terrorism is violence or the threat of violence against persons or property for purposes of intimidation, coercion, or ransom. Terrorists use threats or violent acts to create fear among the public and to obtain immediate publicity for their cause(s). Terrorism may occur any where at any time.

Acts of terrorism range from threats, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks, and the use of chemicals, biological or nuclear weapons. High risk targets include military and civilian government facilities, international airports, large cities, and high profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, corporate centers and university communities. Further, terrorists may spread fear by sending explosives or chemical and biological agents through the mail.

Biological or Chemical Weapon Attack

Indicators of possible **biological warfare agent** usage include:

- Unusual dead or dying animals and fish;
- Unusual illness for the region or area; and / or,
- The presence of unusual liquids, sprays or vapors.

Indicators of possible **chemical agent** usage include:

- Unusual dead or dying animals (lack of insects);
- Unexplained casualties (multiple victims; serious illness; nausea; disorientation; difficulty breathing; convulsions; etc.);
- Unusual liquid, spray or vapor (droplets, oil film, unexplained odors, low clouds or fog not related to weather); and / or,
- Suspicious devices / packages (unusual metal debris, abandoned spray devices, unexplained munitions).

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Action Steps:

Immediately report any of the above indicators to police. Dial 9-911 from campus phones. When reporting, be specific about the nature of the involved material, if known, and the exact location. Notify the campus Dean at 6-7002.

Move away from the area, device or package and keep others away.

Do not walk into or touch any of the suspicious material.

Try not to inhale gases, fumes or smoke.

Anyone who may be contaminated should avoid contact with others to the extent possible. Remain in the area and give identification to police or other first responders.

If moved outside by authorities, move to a clear area at least 500 feet from the affected building(s) and keep streets, fire lanes, fire hydrants and walkways clear for the emergency vehicles and crews.

Assist emergency personnel as requested.

Do not return to an evacuated building unless told to do so by an authorized University official.

8.0 Continuity of Operations

In the event an emergency situation results in the unavailability of working/teaching facilities The University Administration, primarily the Academic Dean will modify class schedules in order to use available space. Division Chairs will assist the Academic Dean. Off campus options may be examined and contracts established to maintain our core mission of education. It may entail dramatic changes in schedules to accommodate the academic needs.

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Surveillance / Probing Activity

- Report attempts to test or conduct surveillance at campus facilities and events.
- Report any persons showing uncommon interest in security measures or personnel, entry points or access controls, fences or walls.
- Report any persons showing uncommon interest in photographing or videotaping facilities, networks or systems.
- Report any theft or missing official University identification documents, uniforms, credentials or vehicles necessary for accessing key resources facilities and events.
- Report all suspicious attempts to recruit employees or persons knowledgeable about key personnel or facilities, networks or systems.
- Report any theft, purchase, or suspicious means of obtaining plans, blueprints, alarm system schematics, or similar physical security-related or sensitive information related to the campus facilities and systems.
- Report any discovery of documents (particularly foreign language products) containing pictures or drawings of critical infrastructure facilities and systems.
- Report any persons near critical infrastructure facilities such as chillers who do not fit the campus environment, whose attire may not proper for the conditions or those not normally in the area such as homeless persons, street vendors, demonstrators, or street sweepers.
- Report any pedestrian surveillance near campus facilities, including photography, videotaping, or extensive note-taking, use of audio recorder, or mobile surveillance by cars, trucks, motorcycles, small aircraft and bicycles.

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Suspicious Parcels and Letters

Be wary of suspicious packages and letters. Biological agents such as anthrax can be transferred to targeted locations using a letter or package in the mail system. Additionally, packages and letters can contain explosives or chemical agents.

Be suspicious of letters or packages exhibiting a combination of the following characteristics:

No return address or one that is illegible or obviously incorrect;

Excessive postage;

Postmark that does not match the return address;

Hand-written or poorly typed addresses;

Misspelled common words;

Restrictive markings such as “Confidential” or “Personal”;

Unusual weight, odd shape, or indication of a substance inside the envelope;

Heavily taped exterior of the package or envelope;

Addressed to someone no longer with the University; and,

Appearance that is stained or has an odor.

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Transportation Accident

Transportation accidents include injury or loss of life resulting from accidents involving commercial carriers as well as University vehicles. The commercial carriers may be delivering goods to the USCL campus or traveling along nearby streets and highways.

Because of the close proximity of S.C. Route 9 to the campus, the possibility of hazardous materials spills must be considered.

Take the following actions if you become aware that a tanker truck, hopper truck, or similar vehicle is involved in a traffic accident near the campus:

- Notify the campus Dean at 6-7002 from a campus phone, or 803 313-7002 from a cell phone.
- Consider wind directions and remove to a safe area upwind if possible.
- If you observe fire, vapors, smoke or similar discharges from the accident scene move indoors immediately.
- Caution others in the immediate area to take precautions.
- Lancaster Police and Fire personnel will coordinate emergency response measures at the accident scene and surrounding areas.
- Follow instructions from first responders such as police and fire fighters.
- Stay away from the accident area.

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Utility Failure or Emergency

Notify the campus Dean (6-7002 on campus phone, 313-7002 on cell phone) or local authorities (9-911 on campus phone) in the event a utility failure or if there is potential danger to building occupants.

Follow evacuation procedures if a building emergency exists. Always observe the following procedures if utility emergencies arise:

Electrical / Light Failure

Campus buildings may not provide sufficient illumination in corridors and stairwells for safe exiting. Have a flashlight and portable radio available for emergencies.

Elevator Failure

If you are trapped in an elevator, use the emergency phone to notify police. If the elevator does not have an emergency phone, turn on the emergency alarm located on the front panel. This will signal for help.

Natural Gas Leak

Cease all operations. Do not use any light switches or any electrical equipment. Electrical arcing can trigger an explosion. Call police at 9-911. Notify the Maintenance Department (6-7040 or 6-7085 on campus phone, 803 313-7040 from cell phone). Also notify the campus Dean at 6-7002; 313-7002 from cell phone.

Plumbing Failure / Flooding

Cease using all electrical equipment. Notify the Maintenance Department (6-7040 or 6-7085 from campus phone, 803 313-7040 from cell phone). Also notify the campus Dean at 6-7002; 313-7002 from cell phone.

Steam Line Failure

Immediately call 9-911 for emergency assistance. Notify the Maintenance Department (6-7040 or 6-7085 from campus phone, 803 313-7040 from cell phone).

Ventilation Problem

If smoke or other noxious odors come from the ventilation system, immediately notify police at 9-911. Cease all operations and vacate the area immediately. Notify the Maintenance Department (6-7040 or 6-7085 from campus phone, 803 313-7040 from cell phone).

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8.0 References

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9.0 Appendix