Health Sciences Education and Administration Buildings
Emergency Action Plan
EMERGENCY PHONE NUMBERS

EMERGENCY: GHS: 33911
Greenville County: 911

GHS POLICE: Dispatch Office: 864-455-7931

Designated Responsible Official:
Dr. Jerry Youkey, MD  Phone: 864-455-7880
                      Cell: 864-787-3067

Building Manager/Emergency Coordinator:
Ron Knappenberg er  Office: 864-455-8149
                      Cell: 864-546-1909

Health Sciences Education Building (HSEB) Fire Monitors:
1st Floor: Ron Knappenberg er and Eric Baker
2nd Floor: Name: Hurschell Mathews and Marcus Wilson
3rd Floor: Name: Dana Stone

Health Sciences Administration Building (HSA) Fire Monitors:
Sandy Burns
EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported are:

• MEDICAL
• FIRE
• SEVERE WEATHER
• ACTIVE SHOOTER
• AUTOMATED EMERGENCY DEFIBRILLATOR (AED)
• INCLEMENT WEATHER POLICY
EVACUATION ROUTES

• Evacuation route maps have been posted at each elevator lobby in the HSEB and near the entrances in the HSA. The following information is marked on evacuation maps:

  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Fire alarm pull stations’ location

• Faculty, Staff and Students should know at least two evacuation routes.
FIRE EMERGENCY

When fire is discovered:
• Activate the nearest fire alarm
• Notify the local Fire Department by calling 33911

Fight the fire ONLY if:
• The Fire Department has been notified.
• The fire is small and is not spreading to other areas.
• Escaping the area is possible by backing up to the nearest exit.
• The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:
• Leave the building using the designated escape routes.
• Assemble in the designated areas
• Remain outside until the competent authority (Designated Official or designee) announces that it is safe to re-enter.

Designated Official, Emergency Coordinator or supervisors must:
• Disconnect equipment unless doing so jeopardizes safety.
• Help coordinate an orderly evacuation of personnel.
• Perform an accurate head count of personnel reporting to the designated areas.
• Provide the Fire Department personnel with the necessary information about any missing personnel.

Area/Floor Monitors must:
• Ensure that all employees have evacuated the area/floor.
• Report any problems to the Emergency Coordinator at the assembly area.

Physically Challenged:
• Assist all physically challenged employees in emergency evacuation.
HSEB Fire Assembly Points

HSA Fire Assembly Point
MEDICAL EMERGENCY

• Call GHS Emergency Phone Number: 33911

  Provide the following information:
  a. Nature of medical emergency,
  b. Location of the emergency (address, building, room number) and your name and phone number from which you are calling.

• Do not move victim unless absolutely necessary.

• If personnel trained in First Aid are not available, at a minimum, attempt to provide the following assistance:

  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).

  2. Clear the air passages using the Heimlich maneuver in case of choking.

• In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate Personal Protective Equipment (PPE).
SEVERE WEATHER

Tornado:
• When a warning is issued seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
• Stay away from outside walls and windows.
• Remain sheltered until the tornado threat is announced to be over.

Hurricane:
• The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher are expected in the area within 24 hours.

Once a hurricane watch has been issued:
• Stay calm and await instructions from the Emergency Coordinator or designated official.
• Continue to monitor local TV and radio stations for instructions.

Once a hurricane warning has been issued:
• Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
• Leave areas that might be affected by storm water flooding.
Active Shooter

Good practices for coping with an active shooter situation:

• Be aware of your environment and any possible dangers
• Take note of the two nearest exits in any facility you visit
• If you are in an office, stay there and secure the door
• If you are in a hallway, get into a room and secure the door
• Turn off your cell phone ringer
• As a last resort, attempt to take the active shooter down.

When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 33911 WHEN IT IS SAFE TO DO SO!

Provide law enforcement 911/33911 operators with:

• Location of shooter
• Number of shooters
• Physical description of shooters
• Number and types of weapons
• Number of potential victims

See Addendum 1: ‘Active Shooter Booklet’ for additional information
Automated Emergency Defibrillator (AED)

An Automated Emergency Defibrillators (AED) is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation.

AEDs are located near the central stairwell on all three floors of the Health Sciences Education Building. The AED cabinet is equipped with an audible alarm that sounds when the cabinet is opened. The audible signal is meant to alert nearby personnel that there is an emergency and the appropriate building personnel can respond to the emergency. AEDs are designed to be used by laypersons who ideally should have received AED training. HSEB personnel have been trained in the proper operation of the devices and will respond immediately.

The AEDs in the HSEB are checked on a regular basis to assure proper functionality of the devices and assure that all required supplies are present.
USCSOM G Inclement Weather Policy

The USC School of Medicine Greenville is developing an Emergency Action Plan to address building security, fire emergency, and inclement weather policies. Until finalized, please follow this Provisional Inclement Weather Policy.

Delay or cancellation of classes or work related to the educational mission of the School of Medicine based upon inclement weather is an uncommon event. Every attempt shall be made to continue with classes as they are normally scheduled consistent with the practices of the University of South Carolina. Students and faculty are urged to take all necessary precautions for travel during inclement weather, regardless of whether the event is formally declared to represent an Inclement Weather event. Students should communicate with their instructors in the event that they believe they will be unable to attend any required class-related activities.

Given the proximity and automobile access dependence, USCSOM G MI and MII classes will follow the decision of Greenville Technical College regarding cancellation or delayed schedule in times of inclement weather. Note that class cancellation or delay decisions will NOT follow the schedule of Greenville County School District in all cases.

Information regarding delay or cancellation can be found through the following sources:

1. **TV Outlets** (remember these will reference Greenville Technical College and not USC School of Medicine Greenville):
   1. WYFF – TV 4 (NBC)
   2. WSPA – TV 7 (CBS)
   3. WHNS – TV 21 (FOX)
   4. WLOS – TV 13 (ABC)

2. **USCSOM G message center: 864-455-8214**
   The message Center will be updated during inclement weather with USCSOM G specific information regarding cancellation or delayed class schedule in times of inclement weather.

3. **USCSOMG Canvas Learning Management System email announcement**
   Please note that missed classes will be rescheduled by the Office of Education.