



**University of South Carolina Aiken
Office of the Chancellor**

Emergency Action Plan

**Prepared by: USCA Police Department
and EHS Office**



University of South Carolina Aiken Emergency Action Plan

Purpose: This document is the foundation for emergency preparedness, response, and recovery at University of South Carolina Aiken campus (USCA). This document does not replace federal, state, or local laws, safety rules or requirements. This plan is established to ensure the safety of USCA faculty, staff, and students in the event of an emergency through prevention, protection, mitigation, response, and recovery. This plan meets the requirements of 29 CFR 1910.38 (a).

Scope: This document implements the USCA Chancellor's Safety Policy. This plan is to serve as the basis for departmental and facility specific emergency plans and campus-wide emergency training documents. This plan is not to be used as a stand-alone document, but instead designed to work with the National Incident Management System (NIMS) Doctrine Document and NIMS Field Manual. When there is a conflict between the requirements of this plan and federal, state, or local safety rules the most stringent guidance will be applied providing it meets or exceeds federal, state, and local requirements.

Applicability: This document applies to all full-time, part-time, temporary and student employees on or off-campus while conducting official business on behalf of the University of South Carolina Aiken. Due to the unpredictable nature of emergencies, deviation from this plan is authorized to protect the health and safety of USCA employees and students, reduce property damage and ensure public trust in the University.

Revision Notes: This document has been fully revised to update terms and definitions to align with the National Incident Management System (NIMS). Roles and responsibilities have been updated to use NIMS language. The Building Emergency Coordinator (BEC) position has been removed. A complete review of this document is necessary.



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Definitions

Area Command: When very complex incidents, or multiple concurrent smaller incidents, require the establishment of multiple ICS organizations, an Area Command can be established to oversee their management and prioritize scarce resources among the incidents.

Authority Having Jurisdiction: The Authority Having Jurisdiction (AHJ) is an entity that can create and administer processes to qualify, certify, and credential personnel for incident-related positions. AHJs include state, tribal, or Federal government departments and agencies, training commissions, NGOs, or companies, as well as local organizations such as police, fire, public health, or public works departments.

Casualty Collection Point: An area within close proximity to the Incident Command Post, used to account for, treat and re-utilize personnel impacted by an emergency or disaster.

Emergency: Any incident(s), whether natural or man-made, that requires responsive action to protect life or property.

Emergency Operations Center: An EOC is a facility from which staff provide information management, resource allocation and tracking, and/or advanced planning support to personnel on scene or at other EOCs (e.g., a state center supporting a local center).

Incident: An occurrence or event, natural or human made, that requires an emergency response to protect life and property.

Incident Action Plan: A specific plan that meets the desired objectives of a specific emergency or incident incorporating the various phases of incident response.

Incident Commander: The Incident Commander is the individual responsible for on-scene incident activities, including developing incident objectives and ordering and releasing resources. The Incident Commander has overall authority and responsibility for conducting incident operations.

Incident Command Post: The ICP is the location of the tactical-level, on-scene incident command organization. This location typically houses the Incident Commander or Unified Command and the Command and General Staffs but may include other designated incident personnel. Typically, the ICP is located near the incident site and is where on-scene tactical command functions are performed.

In-Hand: A resource that is physically present and available to be used.

Joint Information Center: A facility established to coordinate all incident public information activities. Public information officials from all levels assemble at the JIC. The JIC shall be located a safe distance from all incidents and away from the ICP to prevent interference with the incident response.

Multiagency Coordination Group: MAC Groups, sometimes called policy groups, typically consist of agency administrators or executives from organizations or their designees. MAC Groups provide policy guidance to incident personnel, support resource prioritization and allocation, and enable decision making among elected and appointed officials and senior executives in other organizations as well as those directly responsible for incident management.

On-Hand: A resource allocated for USCA emergency use but is not physically available on campus.



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Special Event: a non-routine activity within a community that brings together a large number of people. Emphasis is not placed on the total number of people attending but rather the impact on the community's ability to respond to a large-scale emergency or disaster or the exceptional demands that the activity places on response services. A community's special event requires additional planning, preparedness, and mitigation efforts of local emergency response and public safety agencies.

Terrorism: the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Threat: Threats are either man-made or naturally occurring. Examples of threats are criminal activity, fires, tornadoes, floods, and acts of terrorism.

Unified Command: When more than one agency has incident jurisdiction, or when incidents perform the functions of the Incident Commander jointly.

1. Roles and Responsibilities

During normal operations (steady state), emergency management personnel maintain operational readiness by monitoring and assessing potential threats and hazards; conducting routine and ongoing coordination with other departments and agencies; developing and executing plans, training, and exercises; and maintaining facilities and equipment. The level of activity within an EOC often grows as the size, scope, and complexity of the incident grow. If the incident management efforts require additional support and coordination, the EOC director may activate additional staff to involve more disciplines, mobilize additional resources, inform the public, address media inquiries, involve senior elected and appointed officials, and request outside assistance. Roles and responsibilities for individuals involved with the EAP may vary depending on the current state of readiness.

1.1 Normal Operations (Steady State) Roles and Responsibilities

Chancellor: The Chancellor is responsible for ensuring all resources and personnel are available in the event of an emergency either through direct action or through delegation. The Chancellor is responsible for approving the Emergency Action Plan and supporting the Campus Emergency Management program and training. Upon MAC Team activation the Chancellor will serve as the EOC Director.

Provost and Executive Vice Chancellor of Academic Affairs: The VC of Academic Affairs is responsible for ensuring that faculty members understand their roles and responsibilities for emergency actions and providing resources for faculty members to perform emergency actions. In the absence of the Chancellor, the VC of Academic Affairs may act on their behalf and capacity. Upon Mac Team Activation the VC of Academic Affairs will serve as the Intelligence Director.

Vice Chancellor of Student Engagement and Inclusivity: The VC of Student Engagement and Inclusivity is responsible for ensuring resources are available to house, treat, feed and counsel students in the event of an emergency. Additionally, the VC of Student Engagement and Inclusivity will encourage



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students to sign up for and comply with USCA official communications. Upon MAC team Activation the VC of Student Engagement and Inclusivity will serve as the Student Resource and Logistics Director.

Vice Chancellor for Finance and Administration: The VC for Finance and Administration is responsible for ensuring emergency funds and resources are available if the need arises. Upon MAC Team Activation the VC of Finance and Administration will serve as the Budget Officer and Operations Director.

Vice Chancellor for Advancement and External Affairs: The VC for Advancement and External Affairs is responsible for ensuring a positive public image of the University and communicating the Universities preparedness and posture. Upon activation of the MAC Team the VC for Advancement and External Affairs will serve as the Public Information Officer.

Vice Chancellor for Information Technology: The VC for Information Technology is responsible for allocating resources for the maintenance, upkeep and development of campus wide alert systems and technologies. Upon activation of the MAC Team the VC for Information Technology will serve as the Technology Director.

Senior University Facilities Executive: The SUFE is responsible for ensuring all facilities are maintained in a safe manner, and that proper emergency equipment such as fire extinguishers, AEDs and first aid kits are available and serviceable. Upon activation of the Incident Command System the SUFE or the Physical Plant Manager will serve as the Planning Section Chief.

Executive Director of Campus and Facility Support Services: The Executive Director of Campus and Facility Support Services is responsible for ensuring resources are available for shelter operations and other resources as necessary for the student population. Upon activation of the ICS, the Executive Director of Campus and Facility Support Services will serve as the Logistics Section Chief.

Director of Housing and Resident Life: The Director of Housing and Resident Life is responsible for managing Resident Mentors and ensuring safe housing is available for all non-commuter students. The Director of Housing and Resident Life retains their title upon emergency activation.

Director of Technology Operations: The Director of Technology Operations is responsible for maintaining campus alert systems. Upon activation of the ICS the Director of Technology Operations will serve as the Technology Branch Chief.

MAC Team Lead: The MAC Team Lead is responsible for developing Incident Action Plans and ensuring MAC Team Members are trained and prepared for emergency activation. Upon MAC Team Activation the MAC Team Lead will retain the title of MAC Team Lead.

Police Chief: The Police Chief is responsible for overall campus security and alarm response. The Police Chief develops relationships with the student and first responder community. Upon activation of the ICS the Police Chief will serve as the Tactical Commander.

Environmental Health and Safety Manager: The EHS Manager serves as the Campus Emergency Manager as directed by the Chancellor's Safety Policy. The EHS is responsible for maintaining the



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Emergency Action Plan and required training. Upon activation of the ICS the EHS Manager will serve as the Incident Scene Commander.

Human Resources: Human Resources is responsible for ensuring faculty and staff receive training on emergency notification and emergency procedures. Upon activation of the ICS Human Resources retain their title.

Faculty, Staff and Students: Are responsible for reading and understanding the EAP and attending emergency preparedness training as appropriate.

1.2 Roles and Responsibilities Upon Emergency Activation

EOC Director: The EOC Director is responsible for the leadership function of the EOC. The EOC Director, is to ensure adequate resources are provided to meet the IAP objective.

Intelligence Director: The Intelligence Director is responsible for working with Federal, State, and Local intelligence agencies to gather information related to a specific incident or objective. The Intelligence Director is responsible for timely and relevant information dissemination to the EOC and ISC. The Intelligence Director delegate their duties and seek assistance from the Police Chief. The intelligence Director is responsible for ensuring student accountability during an emergency of students that were attending an academic session during the emergency notification.

Student Resource Director: The Student Resource Director is responsible for providing counseling services, notifying next of kin of casualties (with the PIO), and ensuring adequate resources are available to meet the needs of the student population.

Budget Officer and Operations Director: The Budget Officer and Operations Director is to ensure resources are available to fund emergency and recovery operations. The Budget Officer and Operations Director may delegate their duties as necessary to ensure adequate resources are available and utilized for the emergency response and recovery effort.

Public Information Officer: The Public Information Officer is responsible for ensuring timely and accurate information is released to the public in regard to an incident involving USCA. Information to be considered for release must be vetted through the PIO, including “all-clear” and “resume normal operations” messages.

Technology Director: The Technology Director is to ensure adequate network and communication service is available to the ISC and EOC.

Planning Section Chief: The Planning Section Chief is to ensure all recovery resources are available to the ISC. The Planning Section Chief will work with the Budget and Operations Director to ensure resources and manning are available to support emergency operations and recovery efforts.

Logistics Section Chief: The Logistics Section Chief is to ensure that resources are available to support student evacuation, food and housing issues associated with an Incident Action Plan. The Logistics Section Chief is to also ensure that USCA is prepared to receive students from other areas seeking shelter in accordance with all support agreements.



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Director of Housing and Resident Life: The Director of Housing and Resident Life is to ensure that all students residing in housing all accounted for in the event affecting housing. The Director of Housing and Resident Life is also responsible to ensure that all students assigned to housing receive adequate shelter during an emergency or incident that impacts existing suitability of housing.

Technology Branch Chief: The Technology Branch Chief assists the Incident Commander with network and communication issue within the ISC.

Director of Marketing and Communication: The Director of Marketing and Communication assists the Incident Commander with the press at the incident scene. The Director of Marketing and Communication, works with the PIO on the release of timely and accurate information relative to the Incident Action Plan.

MAC Team Lead: The MAC Team Lead is responsible for overseeing the development of Incident Action Plans considering the overall emergency impact on university operations, stakeholders, and community members. The MAC Team Lead facilitates MAC initiation and stand-up of the EOC.

Tactical Commander: The Tactical Commander is the first on-scene first responder to an incident, once the Police Chief arrives on scene, they will become the Tactical Commander. The Tactical Commander is responsible for all Tactical Operations at an incident scene. All resources within the ISC shall be utilized to support the Tactical Commander in the completion of the Incident Action Plan.

Incident Commander: The Incident Commander supports the Tactical Commander and is responsible for incident safety and management. The Incident Commander will determine the location of Incident Command, taking into consideration wind direction and associated hazards. The Incident Commander will establish a casualty collection point and track the location of casualties and tactical teams in the incident area. The Incident Commander will work with the EOC to provide the incident status and request additional resources to support the Incident Action Plan as needed.

Human Resources: The Human Resources Department is responsible for ensuring that all faculty and staff are accounted for during an emergency. The Human Resources Department will work with PIO to notify the next of kin in the event of a faculty or staff casualty.

Faculty, Staff and Students: In the event of an emergency, all University faculty, staff, and students are to follow the directions of the IC, EOC, this Plan and all announcements and alarms. Faculty are responsible for taking accountability during an evacuation of students that were attending an academic session during the emergency activation. Staff are responsible for taking accountability of coworkers and subordinates during an evacuation. Faculty and staff may be needed to assist others during an evacuation either through the utilization of an Area of Rescue Assistance (ARA), using an AED, performing CPR, extinguishing a fire, or by communicating evacuation procedures for a general evacuation. Faculty, staff, and resident mentors may be asked to assist in search and recovery efforts, these actions will be voluntary.



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Table 1 EOC Roles Steady State to Activation

Steady State Title	EOC Activation Title
Chancellor	EOC Director
VC for Advancement and External Affairs	Public Information Officer
VC of Student Engagement and Inclusivity	Student Resource Director
Provost and Executive VC of Academic Affairs	Intelligence Director
VC for Finance and Administration	Budget Officer and Operations Director
VC for Information Technology:	Technology Director

Table 2 ICS Roles Steady State to Activation

Steady State Title	ICS Activation Title
EHS Manager	Incident Commander
Police Chief	Tactical Commander
Exec Director of Campus & Facility Support Svcs	Logistics Section Chief
Director of Technology Operations	Technology Branch Chief
Senior University Facilities Executive	Planning Section Chief

2. Incident Command and Control Process

Ensuring a clear chain of command with a known process for changing command is required to ensure effective incident management. Establishing procedures for unified commands, transition of command and joint information collection will ensure that effective communication is made to ensure an operationally sound and timely response.

2.1 Multiagency Group (MAC Team) and EOC Activation

There are three activation levels of the EOC, at USCA the EOC is comprised mostly of MAC Team members. The EOC and MAC Team are synonymous with the leadership involved in incident management at USCA. The MAC Team Activation Levels are:

1 Normal Operations/Steady State – Routine watch and warning, generally requires information sharing and notifications only.

2 Partial Activation – Certain MAC Team members and key support staff are activated to monitor threat, risk, or hazard and to support the response of a new and potentially evolving incident.



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3 Full Activation – MAC Team is activated, including all assisting agencies, to support the response to a major incident or credible threat.

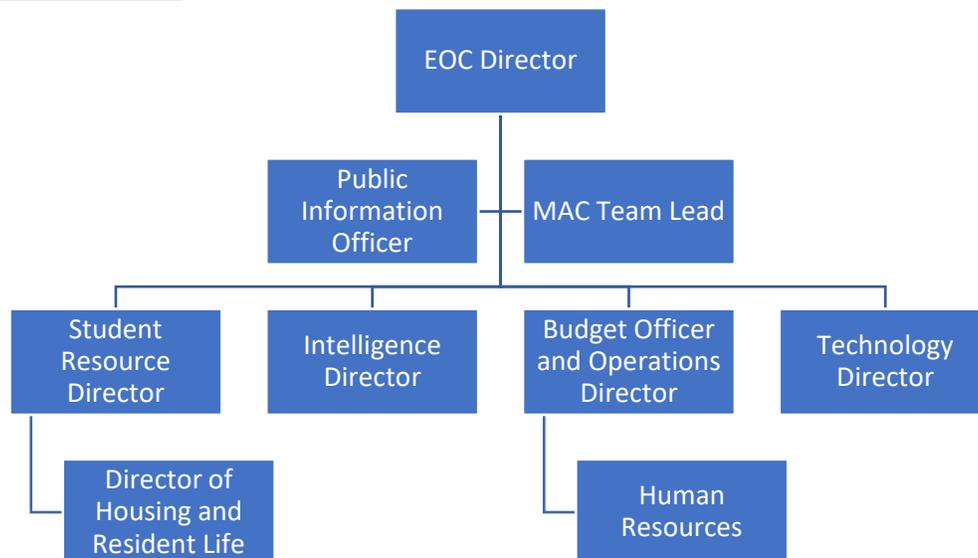
Any MAC Team Member may work with another MAC Team Member for steady state and partial activation of the MAC Team. Only the EOC Director, Police Chief or their designee may initiate full activation of the MAC Team utilizing either the MAC Team Leader or the Police Chief to facilitate MAC Team activation.

2.2 Establishing Incident Command

The first University Police Department member on scene at a service call or incident scene is the Tactical Commander and Incident Commander until relieved by the proper authority. The Police Chief will assume Tactical Command and Incident Command once on scene from the first responding University Police Officer. The EHS Manager will assume Incident Command once on scene and relevant information pertaining to the Incident Action Plan has been passed on during the change of command.

A Unified Command will be established when pooling resources with other agencies. Incident Command will transfer to local, state, or federal authorities when directed by the Tactical Commander, EOC Director or Incident Commander.

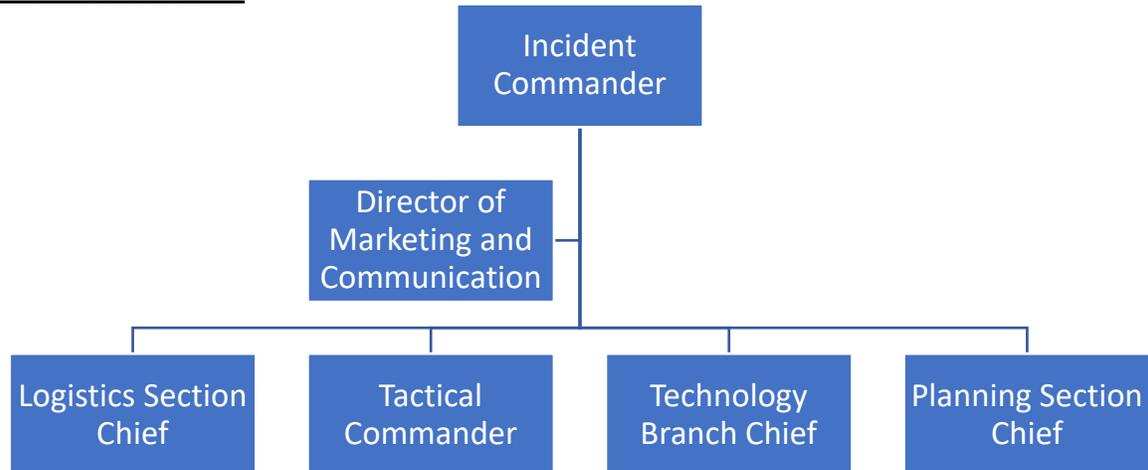
Figure 1 EOC Structure





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Figure 2 ICS Structure



3. Emergency Preparation, Planning and Resource Allocation

Not every contingency can be anticipated, however adequate preparation, planning, and resource allocation can mitigate the impacts of unforeseen events and emergencies. Preparation includes training, drills, evaluations, feedback, and identification of resources. Planning incorporates principles of preparation and applies specific resources towards a specific event or goal. Resource allocation identifies necessary resources to achieve a goal or end state.

3.1 Emergency Preparation

A key component of emergency preparedness is training and evaluation. Not only is emergency preparedness training required by OSHA, but it is also good practice to communicate and evaluate the Emergency Action Plan at regular intervals. All USCA employees must be trained annually on the Emergency Action Plan, evacuation, shelter, and reporting procedures. Contractors, visitors, and students must be trained on what to do in the event of an emergency. Emergency preparedness training must be documented by the trainee's supervisor and maintained for up to three- years after employee separation. Additional training for fire extinguisher use, AED use, CPR and First Aid must be accomplished and documented before using equipment and techniques. For assistance with emergency training, please contact the EHS Manager. In addition to campus specific training, the Federal Emergency Management Agency (FEMA), National Training and Education Division offers several online courses that will benefit individuals that perform EOC and ICS roles.

Emergency drills are a great method to prepare for an emergency. All facilities at USCA will have an emergency drill with a mandatory evacuation at least annually. Drills will be coordinated with departments prior to drill performance. Drills will be evaluated by the EHS Manager at a minimum and MAC Team members are encouraged to attend. Other than evacuation drills, table-top scenario-based



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exercises shall be performed at least annually with the MAC Team with evaluation and feedback from the MAC Team Lead. After drills and exercises, a documented feedback will occur within 30 days identifying strengths, weaknesses, and recommended improvements by the evaluator. Corrective actions will be taken, and a follow-up evaluation will be conducted if necessary.

3.2 Emergency Planning

Formal planning meetings will aid in communicating goals, deficiencies, personnel, resources, specific lines of communication and response capabilities for a specific planned or unplanned event. Planning for fires, health emergencies and natural disasters is generally accomplished through the Emergency Action Plan and Incident Action Plans. Special events require additional planning. Upon request for a special event to occur on the USCA Campus, event planners are to notify the MAC Team Lead, Police Chief, and the EHS Manager. The MAC Team Lead, Police Chief, and EHS Manager will determine if the event requires further planning by the MAC Team.

Local condition threat assessments (LCTA) provided by local and state law enforcement agencies will be utilized as a source document during the planning for a special event. When planning for a special event the following criteria should be considered: expected attendance, available crowd control equipment, political significance of the event, event promotion, vulnerabilities, availability of local and state law enforcement, private security provided by the event and the economic impact of the event. Events shall not be allowed to occur if threats have not been properly addressed as determined by the MAC Team.

3.3 Emergency Resource Allocation

Many departments across the USCA Campus utilize and collect various resources while accomplishing University business. In the event of an emergency, these resources may be pooled together and used for to meet the goals of a specific Incident Action Plan. To properly allocate resources for emergencies, available resources must first be identified by tagging or listing resources by location. Emergency resources may not be physical resources; examples of emergency resources include vehicles, mobile command posts, tents, shelters, bedding, food, personnel, first aid supplies, communication devices, utilities, water, cleaning/building supplies, alarms, facilities, and transportation. Resources physically available on campus are considered “in-hand”.

In some instances, emergency resources may not be available on campus but are available for use by USCA in the event of an emergency. These resources may be located at various local, state, and federal agencies such as USC-Columbia, SLED, Aiken County or FEMA mobilization yards. Emergency resources located off campus are considered ‘on-hand’. The Executive Director of Campus and Facility Support Services or their delegate must maintain a list of emergency resources available on and off campus. Lists of emergency resources available in or on-hand will be utilized by the MAC Team during emergency planning, threat assessments and risk reduction.



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4. Communication and Notification Procedures

Timely and accurate communication is critical to an efficient and effective emergency response. Communications should be made in a clear and concise manner to ensure effective delivery of the message. Three-way communication and the Radiotelephony Spelling Alphabet also known as the NATO Phonetic Alphabet will be used for all radio and emergency communication transmission. It is not expected but desirable to have the general campus population use these methods when initiating a call for emergency services, however callers should at a minimum provide their name and contact information, location of the emergency, number of known casualties and type and size of the emergency.

4.1 Phone Notifications

Campus emergency call boxes are provided for use by the University population in the event of an emergency. University visitors, students and employees can also contact emergency services by calling the USCA Campus Police at 803-648-4011 from a cell phone or 6111 from a campus network phone. The USCA Campus Police Department does not have a 24/7 dispatch, however the phone system is designed to notify the on-duty officer using call forwarding features.

4.2 Mass Notifications

To support mass notification capabilities, University employees, students and visitors are highly encouraged to sign up for mass notification alerts using current procedures distributed by the Campus Police Department and the Human Resources Office. Mass notification systems are to be maintained at a minimum to notify employees and students logged into the university network using university computers. In the event of a mass notification system outage, runners, megaphones, airhorns, and whistles may be used to make emergency notifications. All students, employees and visitors are to follow the directions provided in mass notification messages.

4.3 Fire Alarms

Fire alarms are another way of alerting building occupants of an emergency. Upon hearing a fire alarm activate or visually witnessing fire alarm strobe lights building occupants should immediately evacuate to the pre-determined evacuation rally point. All building occupants are required to evacuate during a fire alarm whether for an actual fire or fire drill. If someone is hearing or visually impaired other facility occupants should signal to the impaired individual and assist them with evacuating the building, providing it does not place the individual providing assistance in harm's way. In the event of reduced fire alarm coverage of a facility, the EHS Manager must be notified to determine if a fire watch or patrol is to be established.

4.4 Emergency Notification Chain of Events

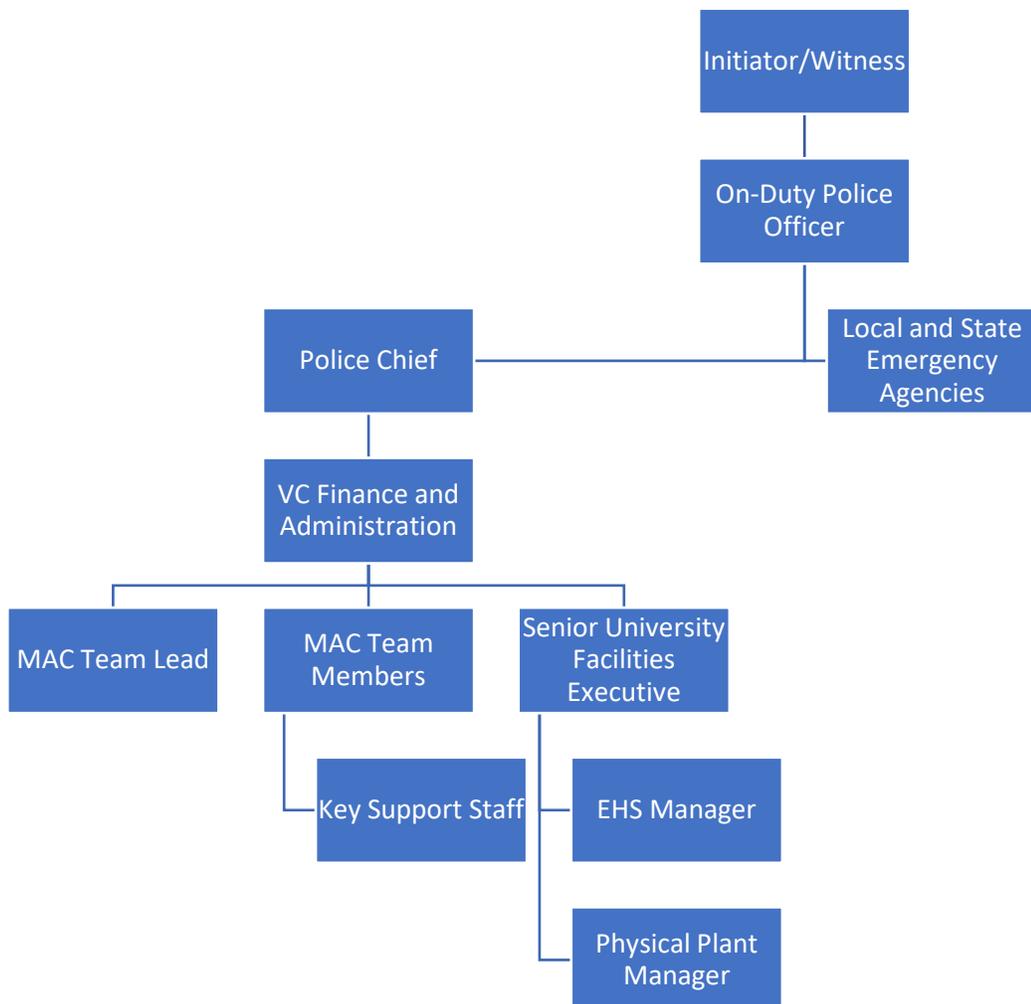
Emergency notifications to emergency service providers may be initiated either through an informant or caller known as the initiator, by fire alarm devices or by University Police who witness an event on patrol. Once University Police respond to or witness an emergency situation, they are to sound building alarms if the situation dictates, contact the Police Chief, and request additional emergency service from local and state agencies as necessary. The Police Chief will notify the VC for Finance and Administration of the



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emergency, the impact of the emergency and the resources needed to address the emergency. The VC for Finance and Administration will contact the MAC Team Lead, the appropriate MAC Team members, and Incident Command Team members as necessary to address the emergency and determine if the MAC Team will be activated, what level of MAC Team activation is required and if an Incident Command is necessary. The MAC Team may also determine if only certain key staff are required to respond to the emergency, what mass notifications will be made and what outside communications are necessary.

Figure 3 Notification Chain of Events





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4.5 Outside Communications

The University must remain transparent with employees, students, visitors, and the general public in the event of an emergency. Clear, concise direct communications free of hubris and personal statements must be made in a timely manner to preserve the confidence of employees and students in the University's approach to managing the specific incident. Social media is useful in providing official communication to the Campus populace and the general public, but care should be taken to ensure the correct message is delivered. Information released to the general public must take into account how the information may affect the University's image.

All information released as an official statement on behalf of the University must be approved by the Public Information Officer. Information released to the public by university officials is considered an official statement and therefore must be approved by the Public Information Officer. All casualty information and notifications involving students must be released by the Student Resource Director working with the Public Information Officer. All casualty information and notifications involving university employees must be released by the Human Resources Director working with the Public Information Officer. The Director of Marketing and Communication will receive authorization on press releases from the PIO when facilitating media relations during an incident.

5. Emergency Evacuations and Shelter

Efficient, calm, and orderly facility evacuations are necessary in maintaining order and protecting the campus populations from hazards related to emergencies or other incidents. Evacuations are required when there is a specific threat within a facility, building or area that will continue to threaten occupants, unless the occupants evacuate the area. Examples of incidents that require an evacuation are fires, indoor chemical spills, gas leaks, bomb threats and violent physical attacks. Shelter is used to provide protection from a threat that is external to a facility or building. Examples of incidents where taking shelter is the best method to control external threats are natural disasters, wildfires, severe weather, external chemical spills, external threats of violence, or major transportation accidents.

5.1 Evacuation Procedures

In the event of a fire alarm or notification to evacuate, all occupants of the building or area subject to evacuation are to immediately evacuate to the assigned evacuation point in an orderly fashion using the nearest exit. Do not use elevators during an emergency evacuation. In the event an individual requires assistance evacuating, provide assistance if safe to do so. If the individual requires assistance overcoming stairs during the evacuation, escort the individual to the Area of Rescue Assistance (see paragraph 5.2).

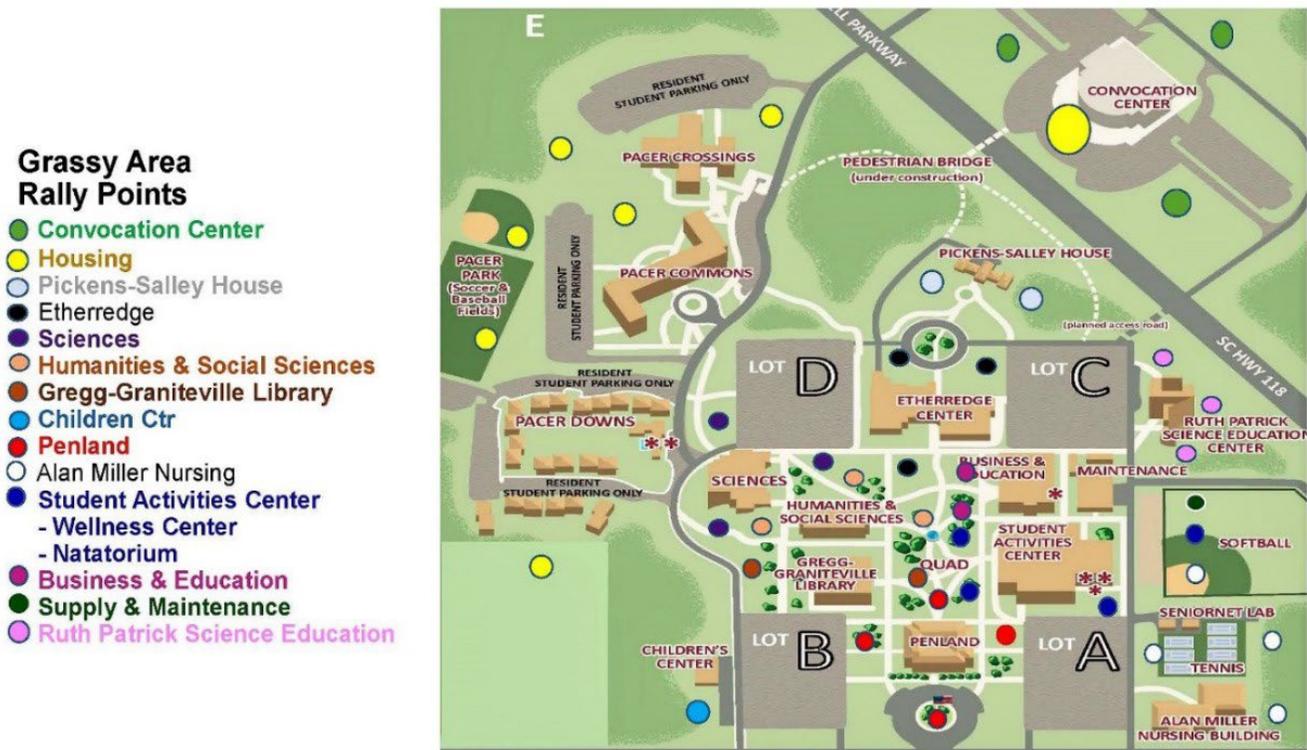
Once at the predetermined evacuation point, faculty are to take accountability for all students that are under their responsibility at the time of evacuation. Resident Mentors (RM) will be responsible for taking accountability of residents evacuating housing areas. Supervisors are to account for their staff once they reach the evacuation point. Supervisors, RMs, and faculty members are to report any missing personnel to the incident commander or tactical commander on scene. Evacuated personnel may not leave the



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evacuation point until dismissed by either the tactical commander or incident commander. Evacuees may be asked to volunteer for emergency related duties by the tactical commander and incident commander as the situation dictates, depending on personnel qualifications.

Figure 4 Evacuation Rally Points (RP)

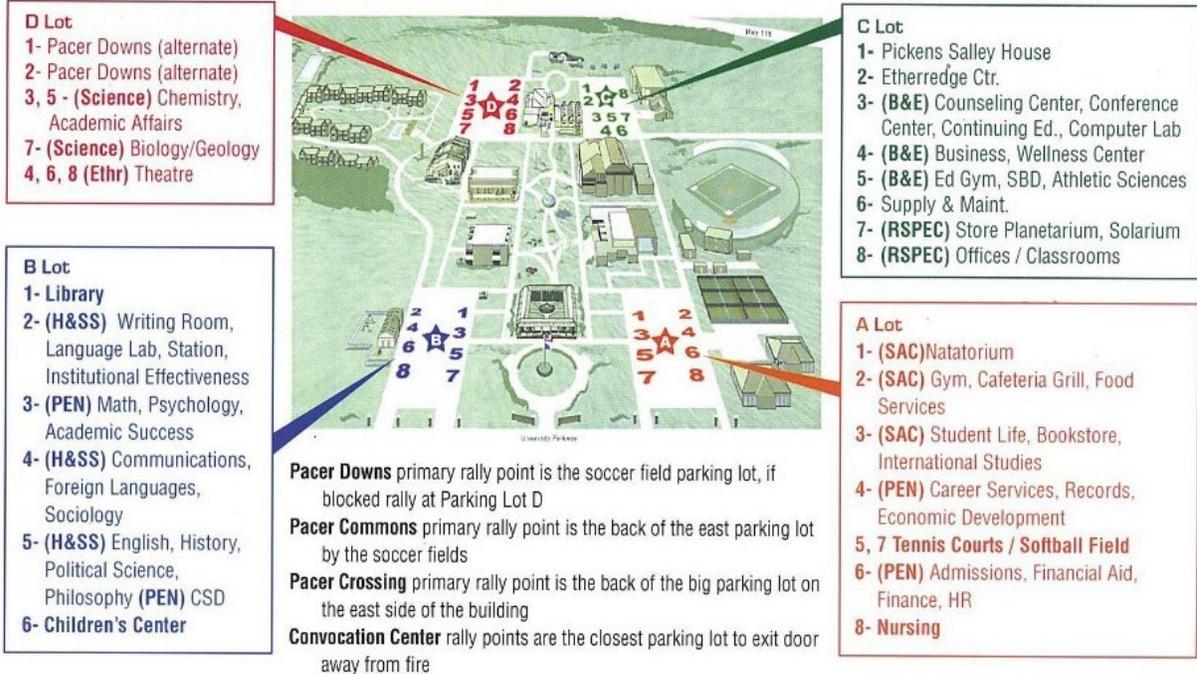


Grassy area rally point changes with conditions (wind, smoke, safety). Go to area closest to the exit from your building.



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Figure 5 Parking Lot Evacuation Rally Points



5.2 Areas of Rescue Assistance

All multi-story buildings on campus are provided with at least one area of rescue assistance (AOR) for the mobility challenged. AORs are usually located near the main evacuation stairwells and will be furnished with a special emergency evacuation device (EED) and be within proximity to an AOR emergency phone. EEDs require familiarization for safe use and utilize a volunteer to assist a mobility challenged individual in the descent of a stairway during an emergency. If no one is available to provide assistance with the use of an EED, the individual requiring assistance is to make contact with emergency personnel either through the AOR emergency phone or with a personal cellular device and wait for assistance at the AOR.

Areas of Rescue Assistance (ARA) on the USCA Campus

Building	Location of ARAs
Penland Administration	Second Floor, top of the North and South stairwells
Gregg-Graniteville Library	Second Floor, top of the East stairwell by elevator and South stairwells by the Seminar Room (Rm 218)
Humanities & Social Science	Second Floor, top of the North and South stairwell



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Areas of Rescue Assistance (ARA) on the USCA Campus (Continued)

Sciences	First Floor, West end of the building immediately outside & Second Floor, West End of the building immediately outside
Business & Education Gym Wellness Center	Second Floor, top of the North and South stairwells, East side and West side stairwells

5.3 Shelter Procedures

Shelter should be taken when directed by campus notification systems or upon witnessing an event that requires shelter. Events that may require shelter include severe weather, threats of violence, hazardous material spills or major transportation accidents. In the event of severe weather take shelter in the innermost lower areas of a building or structure, away from windows, that is free from items that may become projectiles. During threats of violence, immediately take shelter and lockdown in the nearest room that can be secured. Use furniture or other objects to barricade entrances when sheltering from threats of violence. In the event of a hazardous material spill or major transportation accident, remain indoors if told to do so, keep doors and windows closed to prevent contamination from entering the building. Do not be alarmed if the HVAC system is shut down when sheltering from hazardous materials as maintenance personnel may shutdown HVAC systems to keep contaminated air outside of the shelter location.

USCA is also a designated shelter location for students from the University of South Carolina Beaufort (USCB) in the event of severe weather impacting the operations of USCB. Upon notification of a severe weather watch and notification of potential evacuation of USCB, the Executive Director of Campus and Facility Support Services at USCA shall ensure adequate personnel and resources are available to support USCB in the event of a campus evacuation. The Police Chief at USCA will ensure that personnel are available to provide additional security if necessary. The Vice Chancellor of Student Engagement and Inclusivity will provide additional student support services as necessary.

6. Continuity of Operations Plan (COOP)

In some instances, a significant portion of the University's operations, functions and services may be impacted or limited during an emergency or incident. Specific examples limiting University operations, functions, and services may be inclement weather, absence of USCA key leadership, loss of a facility or facility service, or a major accident or disaster. Upon notification of an incident that may limit University operations, functions and services, the MAC Team will determine what operations, functions and services will continue based upon the impact the event has on the safety of University faculty, staff, and students.

Options available to the MAC Team are: normal operations, delayed reporting, early release, partial operations, relocation, and University closure, depending on the specific incident, risk and hazards involved. Normal operations maintain normal business hours, functions, and services. In some instances,



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notifications of maintaining normal operations will be required. Delayed reporting may be used for severe weather, snow/ice, fog, bomb threats or other incidents that require delayed reporting. Delayed reporting notifications should include the return to normal operations time. Early release is often used with the same events as delayed reporting and should include the release time in the notification and the time normal operations resume the next day. Partial operations may be used if certain facilities and services are unavailable or when the majority of the campus will be vacant due to a closure except certain functions such as security, safety, maintenance, and food service. Relocation of operations is used when a certain facility is out of service and another facility or area can be used to continue services or operations. The times and locations for relocation should be included in relocation notifications. Complete closure of the university results in the closure of the campus and faculty and staff will not report to work. While pay and entitlements of faculty and staff may be impacted by a closure, this shall not impact the decision to close the University due to a specific risk, threat, or safety concern. Once the MAC Team determines a COOP option, the message should be delivered to the university populace as soon as possible to reduce confusion and exposures to any potential hazards.

7. Recovery and Post Recovery Operations

After a major disaster or event, recovery and post recovery operations may be required prior to returning a facility or campus to normal operations. Recovery operations include ensuring the incident area is safe, all casualties have been relocated from the casualty collection point, deactivation of tactical teams and positioning resources for post-recovery operations. Once the incident area is safe, all search and rescue operations have been completed and casualties have been transferred to local treatment facilities the incident will enter the post-recovery phase. Post recovery includes replenishing resources, turning in emergency equipment, clean-up of the incident area and planning for normal operations. Once post recovery operations are complete normal operations may continue.