TCTC

Tri-County Technical College

College President

Dr. Galen DeHay

Chief of Police

Christopher W. Scott

TCTC Campus Police
7900 Hwy 76 Pendleton, SC 29670
864-646-1800
Campuspolice@tctc.edu

This information can also be located on MyTCTC.

Campus Police

Emergency Communications

Comprehensive Emergency Management Plan

https://tctc.edu/media/2636/comprehensive_emergency_management_plan.pdf

Revised September 2025

PLAN OVERVIEW

Purpose

The purpose of the Tri-County Technical College ***Comprehensive Emergency Management Plan (CEMP)*** is to establish guidelines, assign responsibilities, and promote awareness in responding to emergencies that may occur on Tri-County campuses and which may affect the greater local community. Additionally, the plan is designed to provide guidelines to assist those affected in dealing with crisis, coordinate with external entities, and provide resources to expedite the return to normal operations with minimal negative impact. This plan was created to complement plans already in place on the state, county, and city level, and is intended to be comprehensive, sustainable, and flexible.

The Tri-County Technical College CEMP is based on the Incident Command System (ICS), a universal emergency management system that conforms to FEMA's *National Incident Management System (NIMS)* designed to address all levels of emergency response. The ICS provides the following components:

- Common Terminology – to enhance operations and communication (with external Fire/ Police and EMS)
- Unified Command Structure – to ensure responsibilities are delegated and decisions are made at the appropriate level and that one voice represents the College.
- Span of Control – so that supervision and responsibility will be limited within a manageable range.
- Comprehensive Resource Management – requiring the coordination and inventorying of necessary resources, both within the College and from outside resources.

Priorities

Tri-County Technical College will respond to an emergency in a safe and timely manner; will provide support to off-campus emergency response agencies; will assist students, faculty/staff, and visitors; and will effectively communicate the status of events. The order of priorities will be:

1. To protect the lives, safety, and health of Tri-County Technical College faculty, staff, students, and visitors who may be on campus.
2. To protect facilities, equipment, and services from loss during a continuing emergency event.
3. To effectively communicate with all involved parties throughout the duration of the emergency event.
4. To provide for continuation of College operations and services that have been disrupted or damaged by an critical incident.

Scope

These guidelines apply to all students, staff, faculty, and guests, and to all Tri-County buildings and grounds. They are intended to enable the College to protect life and property and minimize damage that may be caused by emergency situations.

Any person on campus who witnesses or receives information regarding an emergency is instructed to immediately contact the Campus Police Department at Extension 1800 (864-646-1800). All Tri-County faculty and staff have a personal responsibility to be familiar with the CEMP and know what to do in specific emergency situations.

Assumptions

The Comprehensive Emergency Management Plan is predicated on a realistic approach to problems likely to be encountered on the campus during an emergency incident. Hence, the following are general assumptions:

- An incident may occur at any time with little or no warning.

- Emergencies may affect residents in the geographical location of the College; therefore, federal, state, and local emergency services may not be available. In such instances, a delay in off-campus emergency response may be expected.

- An emergency may be declared according to the guidelines in this plan if information indicates that such a condition has developed or is expected to develop.

- Campus Police personnel will respond to emergency incidents, assess the situation, and initiate a pre-planned response to the incident. Most incidents can likely be managed by Campus Police personnel; however, if the incident calls for a response that exceeds their ability to manage, Campus Police has authority to escalate the incident by:

    - Activating the College's Incident Command System, and/or
    - Calling for appropriate outside responders, which may include area law enforcement officers, fire department and EMS personnel. (When outside responders assume control of an emergency event, College officials will provide a support role.)

- In the event the College's Incident Command System is activated, the Incident Commander will manage the incident, supported by the ICS Emergency Management Team. The Incident Commander is responsible for assessing the incident, controlling the incident within his/her level of training, requesting required resources and assistance, and directing the activities of others affected by and responding to the emergency.

- The succession of events in an emegency is not predictable; therfore, published support and operational plans will serve only as a guide; modification may be necessary to meet emergency-specfic requirements.

Phases of Emergency Management

There are three general phases of emergency management:

1. Preparation: Includes developing readiness for emergencies based on education, organization and communications. A major responsibility is to maintain an ongoing threat assessment model to ensure effective preparation. Preparation is the process of risk reduction that involves the following elements:

    a. Mitigation – Activities that can reduce the seriousness of an incident
    b. Prevention – Activities that eliminate the risk of a hazard

2. Response: Involves procedures for responding to emergency situations, assessing affected populations, treating the injured, and limiting damage to property. Pre-determined general and specific guidelines for responding to various incidents have been developed and are presented within this document.

3. Recovery: Requires incident review, documentation, risk management, and plans for limiting liability that will expedite the return to normal.

Training

All Tri-County faculty and staff have a personal responsibility to be familiar with the CEMP and know what to do in specific emergency situations. Campus Police will use both on-campus and off-campus resources to coordinate employee training programs to ensure the campus community is prepared to manage any incident that might arise.

Initial and follow-up training will be provided in a number of ways, to include:

- Town Hall meetings will include a discussion of Emergency Management and the CEMP
- Information on the Campus Police website will be available for review regarding emergencies on campus.

Additional training will be offered for the following groups;

1. Campus Police Officer - Campus Police Officers will complete basic ICS training upon employment and annually thereafter.
2. The College ICS Team - Basic training in ICS and Emergency Management will be provided to each member of this team.
3. Building Safety Team - Participate in scheduled emergency drills, be familiar with the Comprehensive Emergency Management Plan (CEMP) and the Standard Response Protocol (SRP).

INCIDENT COMMAND SYSTEM (ICS) EMERGENCY MANAGEMENT TEAM

The College's Incident Command System (ICS) Emergency Management Team consists of faculty and staff representatives at the College whose positions are critical in responding to and recovering from an emergency. In the event an incident occurs that could have a significant impact on College operations, the ICS Team will be activated. Procedures for activating the team are as follows:

- Campus Police will activate the ICS team since their positions at the College allow them access to reports of critical incidents before other members of the team.

- To activate the team, a Regroup notification (text, e-mail, phone call and a call over emergency radios) will be sent to all team members initiating the call-out. This message can be sent by the member activating the team or his or her designee.

- Upon activation, the Incident Commander will designate a location based on nature of the event and the ICS Team will report to the Emergency Operations Center (EOC) location at that time. Once a central location has been established an activation notification will be sent to the team.

- It is the responsibility of team members to report without delay to the EOC. In the event a team member cannot immediately respond, that team member should contact either the ICS Team Commander, Public Information Officer(s), or the Department of Campus Police to inform them.

- Upon activation of the ICS Team, the Operations Chief and/or Chief of Campus Police will immediately respond to open the EOC, or will dispatch a Campus Police or Maintenance employee to unlock the EOC for team members.

Once the ICS Team has reported to the EOC (or alternate designated location, if necessary) their immediate responsibility is to establish lines of communication, seek information on and monitor the incident, and immediately assist with the incident response. To expedite this process and in an effort to move seamlessly into the actual management of the incident, each team member must know his or her role and begin to immediately function in their role. The team make-up and assignment of responsibilities is subject to change depending on the type of incident and whether or not all team members are able to respond. A change in responsibilities or the bringing in of additional personnel will be reviewed and approved by the incident commander.

Incident Commander – Responsible for all aspects of incident management including development of incident objectives, management of all incident operations, and application of resources. The Incident Commander serves as the final decision-making authority.

Operations (Ops) Chief – Directs all actions to meet incident objectives as defined by the team and the incident commander.

Planning – Collects and displays incident information, including status of resources and overall status of the incident.

Logistics – Provides all resources, services, and support required by the incident.

Finance – Tracks incident-related costs, personnel records, requisitions, procurement, and other related administrative functions.

Public Information Officer – Serves as the conduit for information to and from internal and external stakeholders, including the media and other organizations seeking information about the incident or event. The person in this role is also responsible for keeping the ICS Team informed as to what is being reported about the incident. This responsibility is key in addressing public questions, managing rumors, and maintaining a focus on public relations issues.

Safety Officer – Monitors safety conditions and develops measures to assure the safety of all assigned personnel.

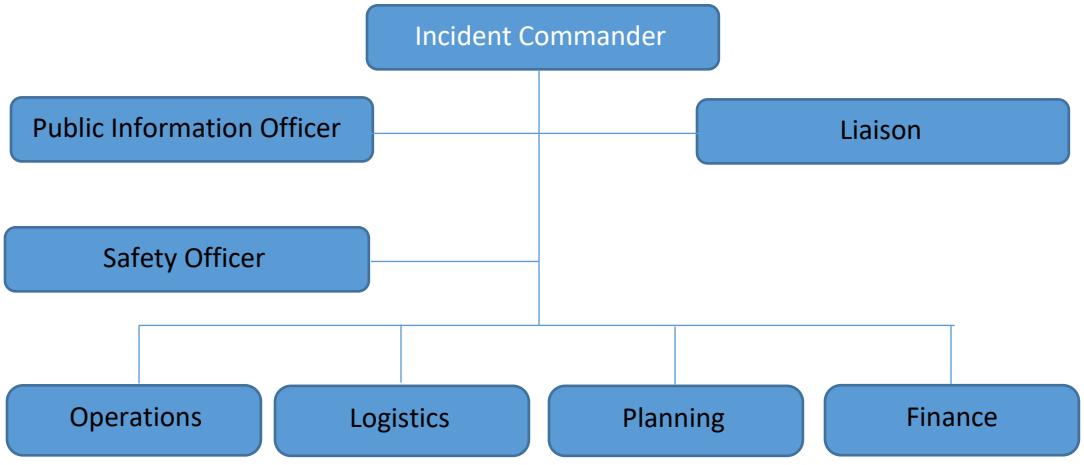
Liaison – Serves as the primary contact for supporting agencies assisting at the incident.

Executive Policy – The lead College policy administrator and liaison responsible for monitoring the incident and providing guidance from a College policy prospective.

Security Officer – The chief law enforcement for the College responsible for liaising with related responding resources.

Campus Representatives – Representatives for the College's satellite campuses. As the most knowledgeable team member for each separate campus, they will serve as a liaison for their specific campus.

Incident Command Structure



Incident Command Team Call List

Position	Name	Contact Number	Email
VP of Business Affairs	Cara Hamilton	864-243-1228	chamilt5@tctc.edu
Director of Facilities	Ken Kopera	864-313-7668	kkopera@tctc.edu
Administrative Services	Lou Moritz	864-245-1166	lmoritz@#tctc.edu
VP of Academic Affairs	Mandy Elmore	864-245-2748	amandal.elmore@tctc.edu
IT Services	Luke Van Wingerden	864-316-8104	lvanwink@tctc.edu
Procurement Manager	Matt Whitten	864-723-2069	mwhitten@tctc.edu
VP Human Resources	Rhonda Gibby	864-784-2950	Rgibby1@tctc.edu
Public Information Officer	Karen Potter	864-314-2520	kpotter@tctc.edu
VP Student Engagement & Support	Linda Jameison	864-313-3582	ljameiso@tctc.edu
Chief of Staff/Government Relations	Dan Cooper	864-982-2903	dcooper2@tctc.edu
College President	Galen DeHay	864-313-0610	ddehay@tctc.edu
Chief of Police	Chris Scott	864-844-0294	cscott6@tctc.edu
Campus Director – Anderson	Beverly McAdams	864-245-2335	bmcadams@tctc.edu
Campus Director – Easley	Daniel Adams	864-417-3512	dadams@tctc.edu
Campus Director – Oconee	Amber Mulkey	864-247-3992	amulkey@tctc.edu
Campus Director – ITC	William Woodall	864-230-6486	wwoodall@tctc.edu

Notification Channels

The College uses **Regroup** to transmit critical information to large segments of our campus community as quickly as possible. This will be accomplished by utilizing several communication options, including:

- Campus e-mail will be utilized to transmit information to all faculty, staff, and students.
- A telephone alert system will allow emergency messages to be placed in telephone voice mailboxes.
- An instant text message will be sent to all employees and students who have not opted out of the *Regroup* emergency text notification system for emergency messages.
- An alert banner will be posted on the www.tctc.edu site listing the emergency message

Emergency Radios

Emergency radios have been given to IC Team for the college so that they are able to communicate with each other and Campus Police in the event of a critical incident.

Emergency Contact Numbers

Campus Police Pendleton Campus	(864) 646-1800
Campus Police Main Number (24/7)	(864) 646-1800
Campus Police Anderson Campus	(864) 260-6718
Campus Police Easley Campus	(864) 220-8989
Campus Police Oconee Campus	(864) 613-1901
Off-Campus Emergencies	911
Disability Services	(864) 646-1564
Employee Assistance Program (REACH)	(800) 950-3434
Facilities Management	(864) 646-1770
Facilities (after hours/holidays)	Call Campus Police
IT Helpdesk	(864) 646-1779
Public Relations Office	(864) 646-1507
Student Development	(864) 646-1562
Weather Closing and Emergency Hotline	(864) 646-8361 (*9)
Anderson County Sheriff	(864) 260-4444
Oconee County Sheriff	(864) 638-4111
Pikens County Sheriff	(864)898-5500
Pendleton Police (Call ACSO)	(864)260-4444

Emergency Procedures

A. **Evacuation** – Schematic floor plan drawings are posted in each corridor/hallway showing exit locations and evacuation paths.

1. Building Evacuation – Building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by the Campus Police Department. Do not re-enter the building until an "all clear" is issued or until instructed to do so by Campus Police personnel or Building Coordinators.

2. Campus Evacuation – Evacuation for all or part of the campus will be announced by the Campus Police Department or appropriate agency. All persons (faculty/staff, students, guests) are to immediately vacate the area of campus in question and relocate to the predetermined evacuation site. Do not re-enter campus buildings until an "**All CLEAR**" is issued or until instructed to do so by Campus Police personnel or Building Coordinators

EVACUATION ASSEMBLY AREAS	
Pendleton Campus	
Anderson Hall Miller Hall Ruby Hicks	Parking Lot A Parking Lot A Parking Lot A
Cleveland Hall Fulp Hall Halbert Hall IBDC Oconee Hall Wilson Hall Student Success Center	Parking Lot H1, H2 Parking Lots A, Lot B Parking Lot B Parking Lot E Parking Lot H1, H2 Parking Lot H1, H2 Parking Lot A, Lot B
ITC Building	
Parking area closest to Highway 76	
Anderson Campus	
Parking lot near wood line	
Easley Campus/Quick Jobs Center	
Parking area closest to Powdersville Road	
Oconee Campus (located at 552 Education Way Westminster, SC)	
Parking lot near open field	
Oconee Quick Jobs (located at 104 Vocational Drive. Seneca, SC)	
Parking area furthest from the building or Hamilton Career Center's designated area	

3. Evacuation Procedures

   a. The on-duty Campus Police Officer (or designee), assisted by Building Safety Team Member, will supervise evacuation exercises.

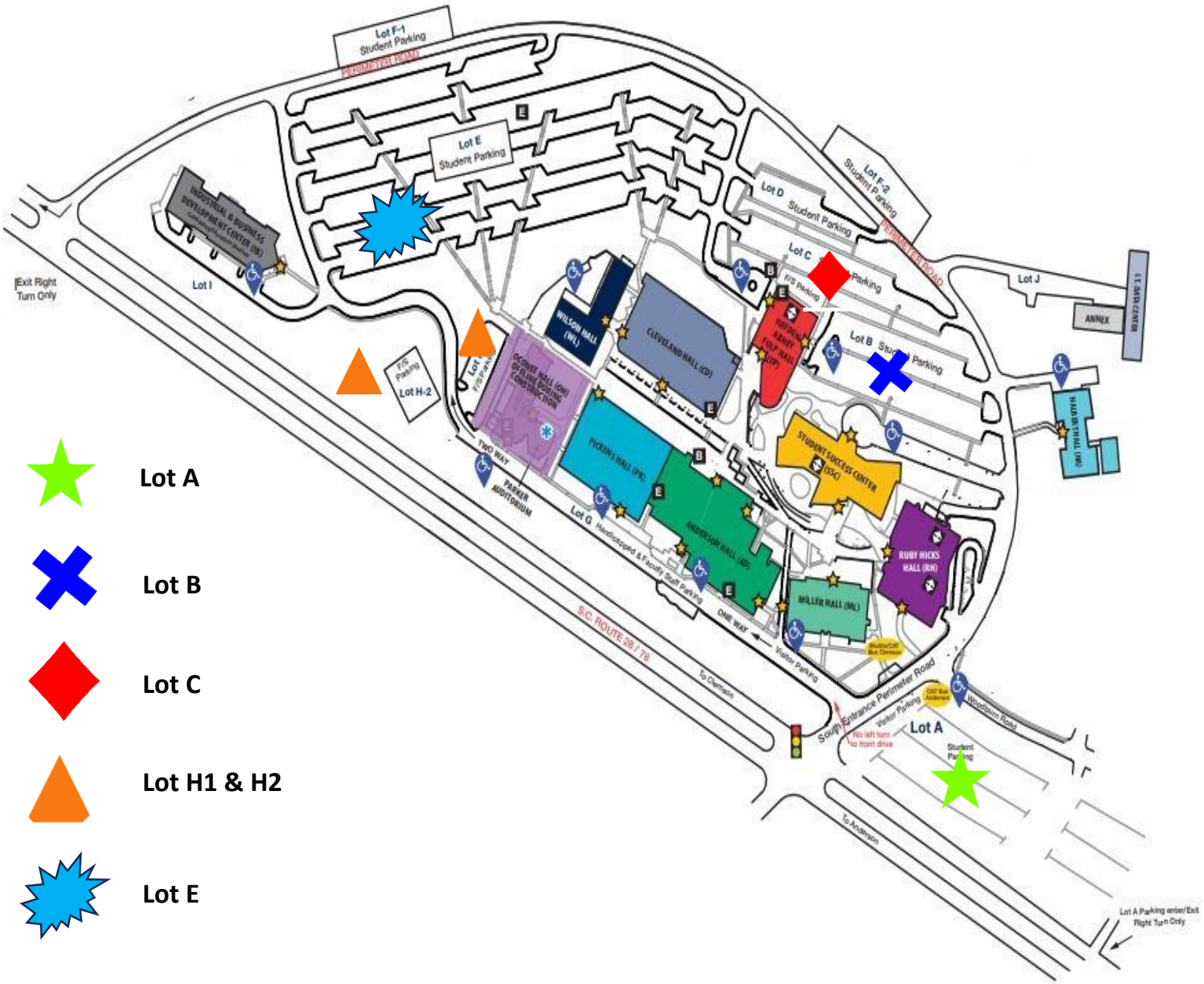
   b. All building occupants will exit the building when directed to do so by a Campus Police Officer (or designee) or by a Building Safety Team Member.

   c. Faculty and Staff will assist with the evacuation and report any persons missing or unaccounted for to the on-duty Campus Police Officer or Building Safety Team Member.

   d. Re-entry into the building shall only be upon authorization by the Campus Police Department.

   e. It is the responsibility of staff members to know the location of emergency alarm pull stations and fire extinguishers, especially in their immediate vicinity, and to know the established evacuation route and assembly area for their location.

EVACUATION MAP



Lot A

Lot B

Lot C

Lot H1 & H2

Lot E

4. Halbert Hall Evacuation - Halbert Hall houses the TCTC Veterinary Technology Program which maintains animals on campus on a continuous basis. Therefore, specific provisions must be made to address evacuation of Halbert Hall:

   a. OSHA requires that humans evacuate the building as soon as possible, and does not recommend that human life be risked to save animals. However, if time permits, animals can be evacuated in carriers or by opening kennel doors, depending on the severity of the incident. The priority is always human life, but in the event an animal evacuation is feasible, emphasis should be on getting animals out of the building as quickly as possible.

   b. The Veterinary Technology Program maintains an individual animal carrier and one red slip leash for every animal in the building that can be used, if needed, during an evacuation. If necessary, animals may be transported by truck to off-campus facilities. Memorandums of Understanding (MOUs) are maintained with the following facilities to receive animals that have to be moved in the event of an evacuation:

      Oconee County Humane Society
      1925 Sandifer Blvd.
      Seneca, SC 29678
      (864) 888-0221
      Contact: Officer Shaun Honea

      Pickens County Humane Society
      500 5 Five Forks Road
      Liberty, SC 29657
      (864) 843-9693
      Contact: Samantha Gamble, Director

   c. The point of contact for the TCTC Veterinary Technology Program is Ashley Brady, (864) 646-1547, afowler2@tctc.edu.

B. **Lockdown** – In certain situations, it may be safer to lock buildings down without evacuating (e.g. armed intruder on campus, dangerous person harboring nearby, or credible report that a dangerous situation may be imminent). The lockdown procedure secures areas/buildings under threat to prevent violence from occurring or spreading. Subjects in affected buildings will be instructed to stay away from windows and doors to minimize exposure, and to stay inside until an "all clear" is issued, or until instructed to do so by Campus Police or law enforcement personnel **only**.

C. **Shelter in Place** / **Reverse Lockdown** - During certain emergency incidents (e.g. active shooter/armed intruder, chemical releases, radioactive material releases, and possibly some weather incidents) persons may be advised to "shelter in place" rather than evacuate the building. These messages will be communicated by the Campus Police Department. The following actions apply in a "shelter in place" situation:

- Go inside or stay inside the building.
- Do not use elevators.
- Shut and lock all windows and doors.
- If directed to do so, turn off the heat, air conditioning, or ventilation system.

- Locate supplies that may be needed (food, water, emergency radio, etc.)
- If possible, go to a room or corridor where there are no windows.
- If possible, monitor College web page, text message, and e-mail for further information and instructions.
- Do not call Campus Police unless you are reporting a life-threatening situation.
- Do not venture outside until an "all clear" is issued or until instructed to do so by Campus Police personnel or Building Coordinator.

D. **Safety Drills** – To train building occupants and prepare them for evacuation, lockdown, or shelter in place exercises should an internal emergency occur, the Campus Police Department will supervise periodic safety drill. All drills should be treated as "**REAL**" and appropriate action taken.

Building Safety Team

An important element of the Comprehensive Emergency Management Plan (CEMP) is the **Building Safety Team** Program. This program mimics the K-12 model where all Faculty and Staff assist with evacuations of buildings and shelter in place type of events.

The Building Safety Team are expected to be familiar with the College's Comprehensive Emergency Management Plan (CEMP) and be able to respond in the event of an emergency on campus, particularly as relates to their workspace and/or building. Building Safety Team Members participate in drills covering lock-down procedures, active-shooter response training, building evacuation, etc.

Responsibilities of Building Safety Team Member are generally the same across campus; however, there may be "building-specific" responsibilities in some instances. General duties and responsibilities include:

- In the event of a building or campus lockdown, the Building Safety Team Members will strongly encourge that building occupants (students/employees/guests/visitors) to not leave the building.

- If an evacuation is necessary, Building Safety Team Members will help ensure everyone gets out of the building quickly and safely. Building occupants will be instructed to take their belongings and to lock offices/rooms if safe to do so as they leave in case the area is secured for an extended period of time.

- Building Safety Team Members as they are helping with evacuation will make a quick sweep for any persons still in the building and will report that and anything that looks suspicous to Campus Police immediatley.

PRE-PLANNED EMERGENCY RESPONSE GUIDELINES

SECTIONS:

1) ACTIVE SHOOTER
2) LOCKDOWN
3) FIRE
4) BOMB THREAT
5) SUSPICIOUS PACKAGE
6) CHEMICAL SPILL
7) EMERGENCY CONTACTS
8) EMERGENCY NOTIFICATION
9) EVACUATION
    - Building Evacuation
    - Large-Scale Evacuation
    - Evacuating Persons With Disabilities
10) MEDICAL EMERGENCIES
11) REPORTING CRIME
12) SHELTER-IN-PLACE
13) WEATHER EMERGENCIES
    - Inclement Weather
    - Tornado/Severe Weather
14) STUDENT IN DISTRESS
15) UTILITY/PHONE/IT FAILURE
16) MEDIA CALLS
17) ELEVATOR FAILURE
18) HOSTAGE SITUATION
19) COMMUNICABLE DISEASES AND PANDEMICS
20) SEXUAL ASSAULT

1. ACTIVE SHOOTER

Quickly determine the best way to protect your life:

RUN - Evacuate If Possible

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

HIDE – remain out of view

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence cell phones.

FIGHT – Take action to protect yourself and others

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter if possible.

Call 911 and Campus Police at (864) 646-1800 when it is safe to do so.

2. LOCKDOWN

An imminent threat of violence may be cause for a lockdown of all or part of campus.

Some exterior doors will lock automatically. Emergency responders will lock others manually. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering campus buildings.

If A Lockdown Is Ordered:

- Stay Inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room if possible.
- Close windows, shades, and blinds, and avoid being seen from outside the room if possible.
- Monitor text messages and email for updates and further instructions. A description of any suspects involved will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to Campus Police.
- Use discretion in admitting anyone into a secure building. Require that all backpacks and other bags be left outside at least 30 feet from the building. Require that the person seeking shelter open all outer garments for visual inspection before allowing entry.

- Once in a secure location, do not leave until receiving the "**ALL CLEAR**" from a campus police officer, law enforcement officer, Regroup text, e-mail, phone call, or website communication.

3. FIRE

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, stabilize lab environment, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- **Do not use elevators.**
- Feel doors (for heat) before opening, and close doors and windows as you leave if safe to do so.
- Report the fire to Campus Police by calling (864) 646-1800 once outside.
- If trapped, keep the doors closed and place an article of clothing or towels under them to keep out smoke. Signal for help by hanging an object (e.g., such as a jacket or shirt) out the window to attract attention.
- Remain at least 300 feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.
- Do not go back in the building for any reason until an authorized safety official deems it safe to re-enter.

4. BOMB THREAT

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller.

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb?

- Who placed the bomb?
- Why did you place the bomb?
- How many bombs are there?
- What is your address?
- What is your name?

Notify Campus Police by calling (864) 646-1800 immediately to give the information you have obtained. Describe the caller's voice, any background noises you heard, and the exact wording of the message.

Do not touch suspicious packages. Be sure to inform Campus Police of any suspicious packages, items, or people in the area.

Follow instructions from first responders regarding evacuation assembly areas.

5. SUSPICIOUS PACKAGE

- Do not open the suspicious item. If you have opened it, remain calm.
- **Notify Campus Police at (864) 646-1800 immediately.**
- Do not move the suspicious letter or package or examine it further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face. Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by emergency responders.

6. CHEMICAL SPILL

- **Notify Campus Police at (864) 646-1800 immediately.**

- Do not attempt to clean up the spill.
- Remove yourself and others from the area.
- Close doors to isolate the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel. Do not leave the site until you are cleared by emergency responders.
- ***Do not pull the fire alarm*** unless there is a fire.
- Provide first responders with information about the spill, chemical, and the spill area.
- Evacuate the building if first responders issue an evacuation order.
- Re-enter the building only when an "all clear" is provided by first responders.

7. EMERGENCY CONTACTS

Campus Police Pendleton Campus	(864) 646-1800
Campus Police Main Number	(864) 646-1800
Campus Police Anderson Campus	(864) 260-6718
Campus Police Easley Campus	(864) 220-8989
Campus Police Oconee Campus	(864) 613-1901
Off-Campus Emergencies	911
Disability Services	(864) 646-1564
Employee Assistance Program (REACH)	(800) 950-3434
Facilities Management	(864) 646-1770
Facilities (after hours/holidays)	Call Campus Police
IT Helpdesk	(864) 646-1779
Public Relations Office	(864) 646-1507
Student Development	(864) 646-1562
Weather Closing and Emergency Hotline	(864) 646-8361 (*9)
Anderson County Sheriff	(864) 260-4444
Oconee County Sheriff	(864) 638-4111
Pickens County Sheriff	(864) 898-5500
Pendleton Police (Call ACSO)	(864) 260-4444

8. EMERGENCY NOTIFICATION

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, employees, and visitors on the campus.

- ***Regroup Alert***: Important emergency alerts, notifications, and updates are sent to all registered devices, including cell phone and email accounts. Students and employees are automatically enrolled in the Regroup Alert system, while parents can register by contacting Campus Police at (864) 646-1800, or accessing the link in the Campus Police section of the website.

- ***Website:*** Critical information is posted on the www.tctc.edu home page and may be viewed by anyone who accesses this website.

- ***VOIP Phones:*** An alert can be broadcasted to most phones on campus using the VOIP system. This broadcast would emit from the phone itself.

9. EVACUATION

BUILDING EVACUATION

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized university official such as a Campus Police Officer.

- If time permits, stabilize lab environment, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.

- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.

- Remain at least 300 feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.

- Do not go back into the building for any reason until an authorized safety official deems it safe to re-enter.

LARGE-SCALE EVACUATION

- If evacuation of part or all of the campus is necessary, monitor Regroup Alert, e-mail, and the College website for additional information.

- Those in need of transportation will be directed to areas to await transport to an off-campus site.

EVACUATING PERSONS WITH DISABILITIES

Pre-Planning is Important. If you anticipate needing evacuation assistance in an emergency, you should pre-plan and contact the Office of Disability Services at (864) 646-1564. Disability Services

works with the Campus Police Department regarding the potential needs and class schedules of students with disabilities. Employees with disabilities should contact the Campus Police Office directly for assistance in pre-planning.

- Evaluate your need to identify as someone who requires assistance during an evacuation. Some people who may need assistance have no visible disability.

- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking or have a medical condition which may leave you unable to communicate, consider carrying a preprinted message with you.

- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on any one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.

- Determine all your evacuation options and prioritize them. Consider the pros and cons of each:

    - *Being carried* – You have a chance to get out but you and/or your helpers may be injured in the process.

    - *Evacuation chairs* – Use an evacuation chair if available. Evacuation chairs are safer than being carried and you don't have to wait for the fire department to reach you.

    - *Areas of Refuge* – Areas of refuge are fire-resistant spaces where people unable to use stairs can call for help by way of two-way communication devices. An area of refuge is a good option if you feel you may be injured if you use the stairs; however, they are typically not available in older buildings, and you may be overcome by smoke before getting help from rescue personnel.

    - *Use of elevators* – Elevators are useful in non-fire emergencies; however, they are shut down automatically if the fire alarm is activated. The elevator shaft can become a chimney for smoke and the power can go out, leaving the elevator stuck between floors.

EVACUATION PROCEDURES

- Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.

- If possible, the disabled person should be moved to the nearest stairwell, or a room with the door shut which is well clear of any hazardous area. One person should stay with the person needing assistance, if possible.

- Ask others leaving the building to notify emergency responders that a disabled person needs assistance in evacuating. Give the specific location.

- If waiting for rescue is not an option, two physically capable occupants of the building should be asked to volunteer to assist the disabled in evacuating. Ask how the disabled person can best be assisted or moved, and whether they require any special considerations or items that need to come with the person. Keep in mind that you may need to clear debris in order to safely evacuate.

- Do not use elevators unless told to do so by emergency responders.

10. MEDICAL EMERGENCIES

- Do not move a seriously injured person unless there is a life-threatening situation.

- Call 911 or Campus Police at (864) 646-1800.

- Give your name, location, and telephone number.

- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.

- Do not hang up until directed to do so by the emergency operator.

- Return to the victim; administer first aid, if you know how; and keep the victim as calm and comfortable as possible.

- Remain with the victim. A Campus Police Officer will respond immediately to the scene and will summon additional medical personnel if necessary.

11. REPORTING CRIME

All crimes should be reported to the Campus Police Department at (864) 646-1800. Campus Police personnel will respond and call for additional assistance, if necessary.
If you witness a crime in progress, call Campus Police immediately. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until an officer contacts you, unless it is not safe to do so.

12. SHELTER-IN-PLACE

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.
If a shelter-in-place is ordered:

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
- Allow access to others seeking shelter. Remember: a Shelter-in-Place order means there are dangerous environmental conditions but NOT any known threat of violent behavior. Allowing others into the building should not jeopardize your safety.
- Close all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by selecting several rooms, if necessary.
- Monitor web page, text message, and e-mail for further instructions.
- Report any emergency or unusual condition to Campus Police.
- Do not leave the building until receiving the "all clear" from a police officer, security officer, **Regroup** Alert, email, or website communication.

13. WEATHER EMERGENCIES

INCLEMENT WEATHER

Tri-County Technical College implements the following procedures for announcing operational changes during periods of inclement weather (snow, ice, flooding, etc.):

- The decision to delay or close the College due to inclement weather is made by senior College officials.
- Closings and delays are announced using the following methods:
    - Voice alert, text message, and e-mail
    - College Website and intranet portal
    - Emergency/Weather closing hotline at (864) 646-8361, option 9.
    - College social media accounts
    - Local media outlets
- Do not come to campus when a weather-related closing is announced. Employee access to the inner campus is limited to emergency vehicles and snow removal equipment and personnel. If a weather closing is expected, take any needed items from campus in advance as you may not be permitted to enter until the campus re-opens.

TORNADO/SEVERE WEATHER

- A ***tornado watch*** is issued by the National Weather Service when tornadoes are possible in the area.

- A ***tornado warning*** is issued when a tornado has been sighted, or indicated by weather radar, in the area.

- Monitor local TV stations, Regroup Alert, weather websites for severe weather updates.

- Be prepared to take shelter on the lowest level of your building if a tornado warning is issued.

- ***Do not pull the fire alarm*** to alert others of a tornado warning. (Activating the fire alarm requires evacuation of the building.)

- Stay away from windows and exterior doors.

- Move to an interior hallway for shelter.

- Wait for an "all clear" notification prior to returning to your work area or classroom.

- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or if there is no time to get indoors.

DO NOT ASSUME others, especially students, heard the warning or know where to go or what to do. Please direct anyone you see to the appropriate shelter and instruct them how to safely take cover.

BUILDING SHELTER AREAS

If a **tornado *warning*** is issued, seek shelter immediately in the recommended tornado shelter for your campus/building listed below:

Anderson Campus	First floor interior hallways away from windows and doors
Easley Campus	First floor interior hallways away from windows and doors
Pendleton Campus	
Anderson Hall	Along the hallway of (AD-109) or back hallway on the ramp leading opposite the Men's restroom.
Annex Building	Along the wall down the main hallway
Cleveland Hall	Room 132, 134, or 142; or against an interior wall of windowless classroom
Fulp Hall	1st floor hall by the restroom or offices and/or 2nd floor along the hallway
Halbert Hall	Along the hallway wall near the offices
IBDC	Along the walls in the main corridor
Miller Hall	Offices along interior hallway (windowless offices)
Oconee Hall	1st or 2nd floor classrooms along the inside walls
Pickens Hall	Interior classroom hallways along walls
Ruby Hicks *(continued next page)*	**Basement level -** by way of NE stairwell rooms 30, 10 & 40 & Wellness Center. **1st floor level -** Northside of RH Workroom 138 or Conference room 137. Southside of the 1st floor Testing Suite 161 & 162 (rooms 163, 164, 165 and 166)

	2nd floor – Northside of RH room 220. Southside in open area outside of the elevator near Suite 280 or Storage room 264 located inside Suite 265 & Storage room 272 located inside of Suite 270.
Student Success Center	The hallways on the lower floor adjacent to the print shop and textbook store
Wilson Hall	Along the hallways of classrooms
Industrial Technology Center	Canteen area and restrooms
Oconee Campus	Rooms 132, 134 and 139
Quick Job Centers	Interior hallways

14. PERSONS IN DISTRESS

If you are in contact with a person who appears to be an immediate threat to his or her own safety or that of others, call 911 and then Campus Police at 864-646-1800

Quick Reference for Helping Persons having difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Person

- Speak privately with the individual.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

Refer Students to the Student Development Office

- Be caring, firm, and straightforward in your referral.
- Consider calling from your office or escorting the student to the Student Development Office.

Refer Employees to the Human Resources Office

- Be caring, firm, and straightforward in your referral.
- Consider calling from your office or escorting the student to the HR Office.

Consult with On-Campus Resources – Discuss your concerns about a student with any of the following on campus resources.

- Student Development – (864) 646-1562
- Campus Police – (864) 646-1800
- TC Cares Team – (864) 646-1568
- Assistant VP for Student Support and Engagement – (865) 646-1562

15. UTILITY/PHONE/IT FAILURE

Utility Failures

- Immediately report utility failures during regular work hours (Monday - Thursday 8:00 a.m.–5:00 p.m.; Friday 8:00 a.m.-2:00 p.m.) to the Facilities Office at (864) 646-1770.

- Immediately report utility failures after regular work hours, on weekends, and on holidays to Campus Police at (864) 646-1800.

Phone & IT Failures:

- Call the IT Helpdesk at (864) 646-1779 during normal business hours to report an outage. If this number is not working, call the Campus Police alternate phone number listed below.

- In the event of a campus-wide phone failure, Campus Police's normal phone numbers will not work, including the emergency number. Campus Police alternate phone number in a power outage is (864) 245-0613.

16. MEDIA CALLS

The Public Relations Office serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Public Relations Office. The Public Relations Office speaks on behalf of the College and has the most accurate and up-to-date information available about an incident. In addition, Public Relations works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from a media representative, please take the following steps:

- Direct all media inquiries to the Public Relations Office at (864) 646-1507.

- To assist the Office of Public Relations in responding as quickly as possible, feel free to obtain the following information and forward it to the Public Relations Office:

    - The reporter's name and phone number; date and time of call
    - The media organization he/she represents
    - The type of information he/she is seeking
    - The reporter's deadline

- Regardless of the situation or what the media questions might be, never say "No Comment". A better response is "Thanks for calling. Allow me to refer you to our Public Relations Office, who handles media questions and they will be able to assist you."

- Never talk "off the record" with the media. Always assume that they will use any information that they obtain in their report.

17. ELEVATOR FAILURE

If you become trapped in an elevator, the following actions should be taken:

- DO NOT panic. Use the elevator phone or your cell phone to call for assistance.
- Press the ALARM or HELP button to notify others who may be nearby.
- DO NOT attempt to force the door open or attempt to climb out of the elevator car. The elevator may re-start without warning.
- Your best course of action is to relax, get comfortable, and wait for professional assistance. Even if the air temperature feels warm, there is plenty of air circulating in the elevator and throughout the shaft.
- Provide the following information to Campus Police:
    - Your name
    - Total number of people in the elevator
- Report any injuries, medical conditions, or disabilities.
- Campus Police will contact Facilities and/or the fire department to get you out.

18. HOSTAGE SITUATION

IF YOU HEAR OR SEE A HOSTAGE SITUATION:

- Immediately remove yourself from any danger.
- Immediately notify the Department of Campus Police at (864) 646-1800 or call 911.
- Be prepared to provide the following information:
    - Location and room number of incident.
    - Number of possible hostage takers.
    - Physical description and names of hostage takers, if possible.
    - Number of possible hostages.
    - Any weapons the hostage takers may have.
    - Your name.
    - Your location and phone number.

IF YOU ARE TAKEN HOSTAGE:

- Remain calm, be polite and cooperate with your captors.

- ***DO NOT attempt escape*** unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.

- Speak normally. DO NOT complain and avoid being belligerent or argumentative.

- DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.

- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.

- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.

- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.

- Try to stay low to the ground or behind cover from windows or doors, if possible.

IN A RESCUE SITUATION:

- ***DO NOT RUN***. Drop to the floor and remain still. It that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a responder may interpret as hostile or threatening.

- Wait for instructions and obey all instructions you are given.

- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.

- Even if you are handcuffed and searched, ***DO NOT resist***. You will be taken to a safe area, where proper identification and status will be determined.

19. 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 VP of Human Resources at 864-646-1790 or 864-646-2027. If the person having a pandemic disease is, a student also notify the VP of Student Affairs at 864-646-1562 or 864-646-1605. These individuals must be contacted regardless whether the affected individual is a student, part-time or full-time employee, Dual Enrollment student, faculty member, or staff, Continuing Education student or instructor, or other College guest.

Step 2. When speaking with or learning of the affected individual(s), 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 TCTC 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 area 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 Student Affairs and appropriate Academic leaders (including instructors, Deans, Faculty and Staff and Dual Enrollment instructors, 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 TCTC Pandemic Condition, please contact the TCTC Human Resources Office at 864-646-2027. Also, refer to TCTC's Policy and Procedure addressing Communicable Diseases and Pandemics. A copy of that Policy can be obtained from the TCTC Human Resources Department or http://www.sctechsystem.com/faculty-and-staff/policies-and-procedures/policies/8-7-104.pdf

20. SEXUAL VIOLENCE

Sexual Violence Defined - Sexual Violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal assault of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure.

Sexual violence includes, but is not limited to, the following acts:

- Gender-Based Harassment
- Sexual Harassment
- Sexual Assault
- Sexual Exploitation, Coercion
- Stalking

For full definitions, refer to the Student Code for Addressing Sexual Violence and Sexual Harassment http://www.sctechsystem.com/faculty-and-staff/policies-and-procedures/procedures/3-2-106.2.pdf

Consent - Consent is often the central issue in sexual violence cases. Each participant in a sexual encounter is expected to obtain and give consent to engage in all forms of sexual activity:

- Consent is an explicitly communicated, reversible, mutual agreement in which all parties are capable of making a decision.

- Consent is informed, voluntary, and actively given.

- Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.

- Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone.

- A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent.

- Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual assault, sexual harassment, or other sexual misconduct and does not diminish one's responsibility to obtain consent.

- Just because someone has consented to sex in the past, does not mean they are consenting now.

TITLE IX, NOTICE OF NON-DISCRIMINATION

- Sexual violence is a form of gender-based discrimination prohibited by Title IX.

- Questions about Title IX reporting and investigation should be referred to the Title IX Coordinator, Marcia Leake, Assistant VP for Human Resources (mleake1@tctc.edu), (864-646-1790), or the Deputy Title IX Coordinator, Linda Jameison, Assistant VP for Student Support and Engagement (ljameiso@tctc.edu), (864-646-1562).

- A Title IX investigation is required for any reported concern, and is separate from a criminal investigation.

- A victim of sexual violence does not need to file a police report, and through the investigation process will be provided information on how to make that decision.

WHAT TO DO IN THE EVENT OF A SEXUAL ASSAULT:

- Do not change your clothing.

- Do not shower, wash, douche, or use the toilet prior to a medical exam.

- Do not apply medication to injuries unless absolutely necessary.

- Do not disturb anything in the area where the assault occurred.

- Do not drink or chew gum.

- Do not store your clothing in anything other than a plastic bag.

- Get medical attention as soon as possible.

- Contact a local hospital or call 911 and request EMS respond to assist you. Medical professionals are available 24 hours a day, 7 days a week.

- Medical attention at the **local hospital** is required to preserve evidence should you seek criminal prosecution. It is important to know if you go to the hospital, the local police will be called.

- If you suspect that you may have been given a **predatory rape drug,** please give health care professionals this information. A urine sample can be collected within 72 hours of a sexual assault for predatory drug testing. The cost for this test is paid for by the College.

- Seek assistance at the Student Development Office at (864) 646-1569. You will be able to discuss your options and receive support as needed.

- Filing a report with Campus Police at (864) 646-1800 and/or the police department where the incident took place is the victim's option.