

TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Technical College of the Lowcountry

Emergency Response Plan

For

Faculty, Staff, and Students

Approved 10 Feb 2021

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A. INTRODUCTION

Purpose

The Technical College of the Lowcountry (TCL) is committed to providing a safe educational environment for students and employees. The TCL Emergency Response Plan (ERP) establishes standard operating guidelines, based upon existing policies and procedures, for the response to potential or actual emergency or crisis/disaster incident(s) impacting TCL. The ERP describes the emergency management roles, responsibilities and provides a strategy to respond to potential threats, emergencies and/or crisis/disaster incidents. Emergency Response Plan (ERP) is organized into two major teams, the Emergency Management Team (EMT) and Incident Management Team (IMT). The EMT which consists of TCL's Leadership, is focused on ensuring the ongoing mission and operations of TCL. All policies recommendations related to the safety and security of the TCL community shall be presented by the TCL President and approved by the Safety and Security Commission in accordance with TCL Policy 1-1-102. All TCL safety and security policies and procedures will be designed to comply with the South Carolina Board for Technical and Comprehensive Education polices and South Carolina Code of Laws. In absence of an institutional policy, the South Carolina Board Policy Manual, and applicable state law will be the prevailing authority in accordance with TCL Policy 1-1-103.

The TCL IMT is the operational response component of the ERP and is activated at a level based on the type and nature of the incident. The IMT supports the EMT during an emergency incident. Roles and responsibilities of the EMT and IMT are further described in the Emergency Management Team Roles and Responsibilities section of this ERP. This ERP is provided as a guide for TCL Leadership, faculty, staff, personnel, and students and contains basic information to assist in the event of an emergency or crisis/disaster incident on or near the TCL campus. With this ERP, the TCL will be equipped to respond in the event of an emergency or a crisis/disaster incident that may endanger life or health of persons or inflict major damage to TCL property. While the ERP does not cover every conceivable situation, it provides the basic administrative guidelines necessary to cope with most campus emergencies, crisis/ disaster incidents.

The TCL procedures, as stated herein, are expected to be followed by all TCL Leadership, faculty, staff and personnel, whose responsibilities and authority cover the operational procedures found in this plan. TCL emergency operations will be conducted within the framework of the TCL guidelines. Any exception to these emergency response plan procedures will be conducted by, or with, the approval of those TCL EMT directing and/or coordinating emergency operations.

The ERP is intended to provide general emergency response guidelines that are applicable to all TCL locations. The EMT's Emergency Director, designated as VP of Administrative Services, will coordinate emergency responses at the main campus, the Beaufort Mather campus, and the other smaller campuses identified as the New River campus, Angus Cotton Academic Center, Bluffton, the H. Mungin Center-Hampton Campus, Varnville and the Culinary Institute of the South campus, Bluffton locations with that Campus Director or Administrator and local emergency officials. The emergency response at each campus should include 911 reporting and notification of the appropriate Campus Director or Administrator, who will contact local law enforcement and the TCL's Emergency Director.

The basic emergency procedures outlined in this ERP are to enhance the protection of lives and property through effective use of TCL and campus community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President and/or his designee, may declare a TCL State of Emergency and these contingency guidelines may be implemented.

Scope

The ERP outlines the prevention, preparation, response, and recovery actions and will continuously collaborate with local, state, and federal emergency response personnel and other resources for all threats that could negatively impact TCL. The TCL Emergency Director will work closely with the TCLs' Emergency Management Team (EMT), Incident Management Team (IMT) and all emergency response agencies in the development, implementation, and maintenance of the TCL ERP.

TCL personnel and equipment shall be utilized in accordance with the guidelines set forth in the ERP to accomplish the following priorities in order of importance:

- Priority 1: Protection of Human Life
- Priority 2: Protection of Public Safety and Health
- Priority 3: Protection of TCL Assets
- Priority 4: Maintenance of Critical TCL Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of TCL Operations

Emergency Assumptions

The TCL ERP is based on a realistic approach to the challenges likely to be encountered during an emergency and/ or crisis/disaster incident; therefore, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency is not predictable; therefore, the TCL ERP should serve only as a guide and may require modifications to meet the requirements of a specific emergency.
- An emergency may be declared if information indicates that such conditions are developing or probable.
- Emergencies and crisis/disaster incidents may become county or statewide; therefore, it is necessary for TCL to prepare for and carry out emergency response and short-term recovery operations in conjunction with local, state, and federal emergency response agencies.
- Emergencies and Crisis/ Disasters incidents may affect residents in the geographical location of the TCL. Assistance from local, state, and federal emergency response agencies may not be immediately available. A delay in secondary emergency support services (i.e. FEMA, Red Cross, and other private and non-profit agencies) could take between 48-72 hours to assist TCL campuses depending on their location.

B. EMERGENCY MANAGEMENT ROLES & RESPONSIBILITIES

EMERGENCY MANAGEMENT TEAM (EMT)

The President, Vice Presidents, the Public Information Officer, the Human Resource Director, and designees, listed below, are the primary members of the TCL Emergency Management Team (EMT). The main function of the EMT is to provide leadership, make policy and communications decisions necessary to manage an emergency through a crisis/disaster incident. (The EMT may or may not be necessary to convene depending on the level of emergency).

The President, lead of the EMT, will confer with the Vice-President for Administrative Services, or their designee, as the Emergency Director, regarding the emergency or crisis/disaster incident and the possible need for a declaration of a campus TCL State of Emergency. When this declaration is made, only essential faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. The Emergency Director, or their designee, will provide a list of essential TCL staff who need to remain on campus for emergency procedures and coordinate this effort with the Beaufort County Emergency Management Division. The Emergency Director or their designee, may designate faculty and staff members who have been assigned to the Emergency Management Team (EMT) or Incident Management Team (IMT) to be allowed to enter the emergency or disaster area. All others will be required to leave immediately. Unauthorized persons remaining on campus may be subject to arrest in accordance with the South Carolina Penal Code. Currently if the state of South Carolina has issued a mandatory evacuation of all residents, the Beaufort County Emergency Management Division (BCEMD), will only issue "return passes", to re-enter Beaufort County, to the TCL Facilities Management personnel. TCL should consider establishing a TCL identification pass card system for EMT and IMT members to be permitted at TCL emergency or disaster areas.

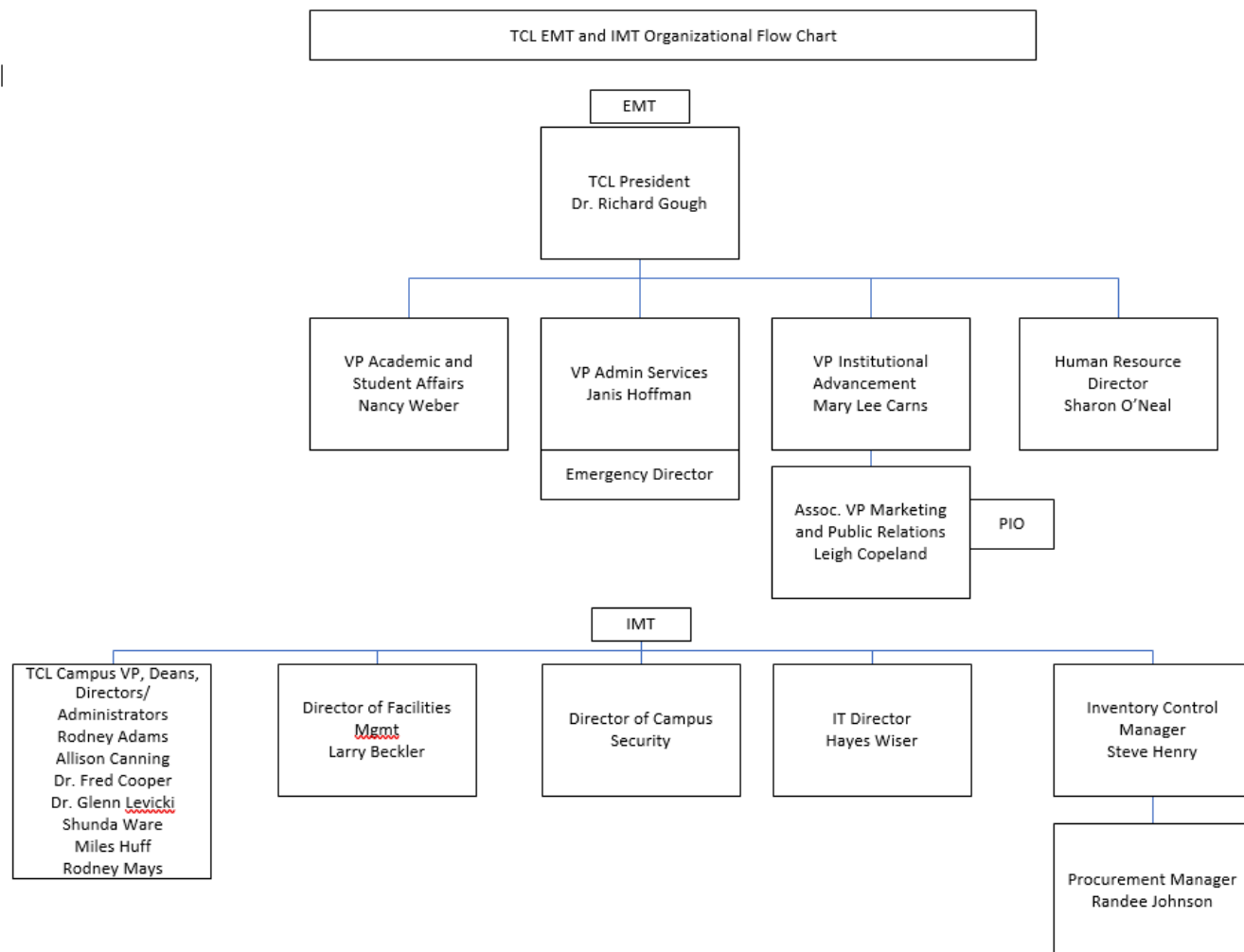
The EMT consists of the following:

1. TCL President.
2. Vice President of Administrative Services (TCL Emergency Director).
3. Vice President of Academic Affairs and Student Affairs.
4. Vice President for Institutional Advancement.
5. Public Information Officer, Associate VP of Marketing and Public Relations.
6. Human Resources Director.

EMT responsibilities include but are not necessarily limited to:

- Declaration of TCL State of Emergency.
- Decisions to restrict or modify normal TCL operations for some period-of-time.
- Authorization of additional TCL resources for the purpose of response, recovery, and support.
- Notification to the TCL Community of EMT decisions, instructions and relevant information regarding the Emergency or crisis/disaster incident.
- Oversight of communications to the TCL facility, staff, and students, and other stakeholders, media and outside TCL community.

- Oversight of IMT efforts, as necessary.
- Liaison with local, state, and federal emergency response leadership.
- Emergency procurement of materials and services can be arranged in direct support of any emergency. In addition to normal support from the procurement office, members of the Emergency Management Team, including the Emergency Director, Facility Management Director, and Director of Campus Security (if approved for a new TCL position) are authorized to make emergency purchases.



1. TCL President

The TCL President is responsible for ensuring the ongoing mission and operations of TCL. The TCL ERP is promulgated under his/her authority under TCL Policy 1-1-217 which states: “It is the policy of the Technical College of the Lowcountry that in the event of adverse weather, power failure or other events that could affect the College’s ability to maintain order and a safe environment, the President or designee will close the College and/or cancel classes. Upon such a decision the Vice President for Administrative Services will have the responsibility for seeing that this information is disseminated. All procedures regarding equipment and securing the College are contained in the College’s Safety and Security Manual.”

Approved 14 Apr 2021

The TCL President, or their designee, has the authority to declare a TCL State of Emergency. All decisions concerning the cessation of TCL-wide functions or operations remain with the TCL President and/or the Emergency Director, or their designee. The Emergency Management Team, under the direction of the President, will serve in the capacity of policy decisions, information, advisement, and public communication relating to all aspects of the emergency and will assist the President with decisions related to the emergency. The Emergency Management Team will also communicate necessary information to the Emergency Director.

2. Vice President of Administration Services (Emergency Director)

The Vice President of Administration Services, or their designee, will be the Emergency Director. Their responsibilities include providing leadership, strategic planning, and oversight for the emergency and/or crisis/disaster incident. After conferring with the President or his/her designee, S/he is authorized to activate the TCL's Emergency Response Plan (ERP), notification of all TCL resources and to alert the general TCL community of an emergency, or crisis/disaster incident. Additional responsibilities include but not limited to:

- ☐ Works with the Incident Management Team, TCL leadership, staff, and students to maintain safety and order, assessing the emergency and preparing the TCLs specific response.
- ☐ Under direction of the President, can declare and end, the campus TCL State of Emergency.
- ☐ Notifies and conducts liaison activities with the TCL administration, governmental agencies, Incident Management Team (IMT) and others, as necessary.
- ☐ Determines the type and magnitude of the emergency or crisis/disaster incident and has the responsibility of setting up, staffing an appropriate Emergency Command Post and if necessary, field Emergency Command Post.
- ☐ Coordinates the notification and utilization of Campus Security, Facilities Management and other TCL Leadership, faculty, staff, and personnel in order to maintain safety and order.
- ☐ Coordinates the notification and liaison activities with an appropriate outside First Responder organizations such as the Fire Department, Law Enforcement Agencies/Departments, Office of Emergency Services, etc.
- ☐ Coordinates the appropriate notification made to off-campus staff when necessary.
- ☐ Performs other related duties as may be directed by virtue of the campus emergency.
- ☐ Will direct the EMT to prepare and submit a report to the TCL President on the emergency or crisis/disaster incident including an evaluation of the TCL's response.
- ☐ Performs other related duties as may be directed by virtue of the campus emergency.

3. The Vice President of Academic and Student Affairs

The Vice President will support the EMT serving as critical leadership. They provide information, advisement, and expertise in response to the TCL State of Emergency. They will assist the President with decisions making and supporting the Emergency Director. The VP is also responsible for Student accountability.

4. Vice President Institutional Advancement

The Vice President will support the EMT serving as critical leadership. They provide information, advisement, and expertise in response to the TCL State of Emergency. They will assist the President with decisions making and supporting the Emergency Director.

5. The Public Information Officer (Associate VP for Marketing and Public Relations)

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Approved 14 Apr 2021

Under the direction of the VP of Institutional Advancement, the Public Information Officer (PIO) is responsible for the TCL's activities relating to external and internal communications. The PIO is the TCL's point of contact with all media agencies. S/he is responsible for assisting the EMT with informing the TCL and community on matters related to TCL State of Emergencies through the appropriate media outlets. The PIO will use the TCL Mass Communication System to send an emergency notifications, updates, other instructions and messages to TCL faculty, staff, personnel and students through Voice Over IP (VoIP), text, email, and social media postings to TCL Facebook and TCL Twitter accounts. Additionally, the PIO will post messages on the www.TCL.edu site.

The PIO, or their designee, is the primary TCL official responsible for coordinating media activities related to an emergency. If a TCL State of Emergency is declared, the PIO will assist the impacted campus by providing media relations support, media statements, and briefing as deemed necessary by the EMT.

6. Human Resource Director

The Human Resource Director will support the EMT serving as critical leadership and providing advice as it pertains to human resources and the state regulations. S/he will assist the President with decisions making and supporting the Emergency Director. The HR Director is also responsible for Facility and Staff accountability.

7. Members of the EMT are also responsible for the following duties:

- ☐ Obtain background information on employees and students as necessary for the emergency.
- ☐ Make notifications as necessary to family members of staff and students.
- ☐ Coordinate appropriate support for staff/students and family members.
- ☐ Communicate necessary internal and public information to the Emergency Director.

TCL Closing/Class Cancellations

- ☐ The President and Emergency Management Team will evaluate conditions as it relates to the emergency and safety of students, faculty, and staff.
- ☐ TCL closings or cancellation of classes will be implemented in accordance with TCL Policy 2-1-217.

C. INCIDENT MANAGEMENT TEAM ROLES AND RESPONSIBILITIES

INCIDENT MANAGEMENT TEAM (IMT)

The main function of the Incident Management Team (IMT) is to provide leadership, guidance, and oversee the operational response to an emergency, crisis/disaster incidents or TCL State of Emergency. The IMT is activated, at a level based on the type and nature of the emergency and/or crisis/disaster incident. The IMT reports to the Emergency Director or their designee.

1. The Director of Facility Management

Director of Facility Management, or their designee, is the Lead for the IMT. The Director of Facility Management is responsible for the overall management of the TCL's emergency preparedness functions and will work closely with the Emergency Director, or designee, in the development, implementation and maintenance of the TCL community and ERP. S/he currently provides direction and oversight of TCL Campus Security resources. The Director of Facility Management has the authority to assign members from his/her division to emergency management roles and responsibilities in support of the TCL ERP and

other emergency preparedness initiatives. S/he reports to the TCL Emergency Director (Vice President of Administration Services) or their designee.

- ☐ During an emergency, the Director of Facilities Management, or their designee, should serve as the primary logistics and operations manager for prevention, mitigation, and recovery activities related to TCL facilities.
- ☐ Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage procedures, damage assessment, debris clearance, emergency repairs, and equipment protection.
- ☐ Provides vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicle as required for emergency use.
- ☐ Obtains the assistance of utility companies as required for emergency operations.
- ☐ Furnishes emergency power and lighting systems as required.
- ☐ Surveys habitable space and relocates essential services and functions.
- ☐ Provides general power and if necessary emergency generator power and fuel during actual emergency or disaster periods to then Beaufort- Mather campus, building 3 (Command Post location), providing that location has not been compromised by the emergency or disaster.
- ☐ Provides for storage of vital records at Beaufort- Mather campus, building 13 or alternate sites, (i.e. another campus, South Carolina Technical College System office, etc); coordinates with building and area coordinators for liaison and necessary support.
- ☐ Establishes a Field Emergency Command Post, if required.

2. Director of Campus Security (Recommended new position)

The Director of Campus Security will provide direction, management and oversight of the TCL Security department and serves as the liaison between TCL administration and local, state, and federal emergency resources. The Director of Campus Security has the authority to assign members from his/her division to emergency management roles and responsibilities in support of the TCL ERP and other emergency preparedness initiatives. S/he reports to the Emergency Director, Vice President of Administrative Services, or their designee. The Director of Campus Security should perform, but not limited to, the following duties:

- ☐ S/he is responsible for security operations, procedure, polices, and security personnel.
- ☐ S/he is responsible for notifying the appropriate TCL administrative personnel of a campus emergency in accordance with TCL policy.
- The Director of Campus Security shall coordinate closely with the Emergency Director for the overall management of the TCL's development, implementation, and maintenance of the TCL ERP.
- ☐ As conditions dictate, performs immediate actions to protect students, staff, and others.
- ☐ Contacts and collaborates with local law enforcement and/or emergency officials as directed.
- ☐ Secures emergency sites as appropriate.
- ☐ Secures access roads and directs emergency vehicles as required.
- ☐ Maintains communication between emergency scene or Field Emergency Command Post and the Emergency Director for response as necessary to the emergency.
- ☐ S/he will coordinate with the Emergency Director, members of the EMT and IMT, and TCL staff in conducting annual Emergency Preparedness Exercises and other training, as necessary.

3. Campus Security

- ☐ As conditions dictate, preserve law and order, and campus security.
- ☐ Responsible for notifying the Director of Campus Security or Campus Security personnel and/or appropriate TCL administrative personnel of a campus emergency in accordance with TCL policy.
- ☐ Secures access roads and directs emergency vehicles as required.
- ☐ Works with IMT in ensuring communication between emergency scene or Field Emergency Command Post and the Emergency Director.
- ☐ Serve as a conduit for the EMT/IMT to pass TCL information to faculty, staff and students as needed.
- ☐ Provide traffic and crowd control.
- ☐ Assists in evacuation efforts.
- ☐ Control access to buildings and scene of the emergencies and disasters.
- ☐ Interface and coordinates with local, county and state law enforcement agencies and/or emergency officials in support of security responsibilities, incidents, emergencies, and crisis/disaster incidents, as directed.

4. Campus Associate VP, Deans and Directors/Administrators

Campus associate VP, Dean, Director and/or Administrator are responsible for ensuring the ongoing mission and operation of his/her campus or center. S/he has the authority to assign members of his/her staff to emergency management roles and responsibilities in support of the EMT and TCL ERP. In an emergency or crisis/disaster incident, each report directly to the Emergency Director/EMT.

The TCL President, Emergency Director, or their designee within the EMT, may authorize Associate VP, Dean, Director and/or Administrator at the smaller TCL campuses (Angus Cotton Academic Center, New River campus, Bluffton, the H. Mungin Center-Hampton Campus, Varnville, and the Culinary Institute of the South campus, Bluffton), to declare a TCL State of Emergency, per directive of the EMT, for their campus location and order immediate protective actions (SHELTER-IN-PLACE, EVACUATION, or TEMPORARY CLOSURE) at his/her respective location, If unavailable, the responsibility may be delegated to a capable and qualified person.

5. TCL Campus VPs, Deans and Directors

Campus VPs, Deans and Directors are leaders on their respective campuses and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency. Faculty and staff are responsible for being familiar with applicable emergency plans, procedures, and evacuation routes for their assigned work locations. If there is an emergency Incident or there has been a declared "TCL State of Emergency", TCL Leadership, members of the Emergency Management Team and Incident Management Team will be notified by the Emergency Director to perform various roles to include the following:

a. IT Director

- Provides access to computer resources.
- Advises and supports emergency communication efforts.
- Ensures vital records and critical files are backed-up for retention purposes.

b. Inventory Control Manager

- Assists with location of equipment for EMT or IMT use.
- Assists with on-site operations as needed.

In addition to the TCL staff listed above, faculty members are encouraged to include the following public safety and emergency preparedness information in their course syllabi and review this information with their students at the beginning of each term.

- Location of classroom evacuation map
- Emergency Reference Guide located in each classroom

If faculty and staff are involved in or witness a life-threatening emergency, they are required to immediately call 911 and the TCL Security Department. Faculty and staff must be prepared to assess emergency situations quickly, thoroughly, and use common sense in determining how to implement any protective actions.

6. Students

Students are responsible for familiarizing themselves with emergency procedures and evacuation routes in the buildings they use frequently. This information can be found posted in the hallway of each campus.

If students are involved in or witness a life-threatening emergency, they are required to immediately call 911 and the TCL Campus Security Department. The Campus Security Department will notify the VP of Administrative Services (Emergency Director). Students should be prepared to assess emergency situations quickly but use common sense in determining how to implement any protective actions. Students are expected to implement protective actions in an orderly manner when directed by faculty, staff, and emergency response personnel or in compliance with a TCL Emergency Response Plan.

7. Local Level Emergency Response Agencies

Fire and Medical Response

- ❑ The City of Beaufort/Town of Port Royal fire department are the primary emergency response agencies for fire and medical emergencies for the Beaufort Mather campus.
- ❑ The Bluffton Township Fire District is the primary emergency response agency for fire and medical emergencies for the Angus Cotton Academic Center, New River campus and Bluffton Culinary campus of the South campus (under construction).
- ❑ The Bluffton fire department is the primary emergency response agency for fire and medical emergencies for the Angus Cotton Academic Center, New River campus and Bluffton Culinary campus of the South (under construction).
- ❑ The Varnville fire department is the primary emergency response agencies for fire and medical emergencies for the Hampton, H. Mungin Center campus.

Law Enforcement Response

- ❑ The Beaufort City Police Department and the Beaufort County Sheriff Office serve as the primary law enforcement response agencies for the Beaufort campus.
- ❑ The Bluffton Township Police Department and the Beaufort County Sheriff Office serves as the

primary law enforcement response agencies for the Angus Cotton Academic Center, New River campus and Bluffton Culinary campus of the South (under construction).

- ② The Varnville Police Department and the Hampton County Sheriff Offices serves as the primary law enforcement agency for the Hampton, H. Mungin Center Campus.

D. PREPAREDNESS & PREVENTION/MITIGATION ACTIONS

Collaboration

Collaboration with emergency response agencies is critical due to the location of the multiple campuses and the various law enforcement and fire jurisdictions that support the TCL community. TCL is committed to enhancing collaboration and communication with these agencies to avoid duplication of effort, ensuring that TCL's emergency policies, plans, and procedures are consistent with local, state, and federal emergency response and management plans. This collaboration is essential for TCL being as prepared as possible for a campus emergency and/or crisis/disaster incident of any type. TCL is also committed to collaborating and communicating with neighboring businesses, communities and services such as Beaufort Memorial Hospital which is adjacent to the TCL Beaufort- Mather campus as well as mental health facilities, etc. to ensure the sharing of critical information that could affect both the TCL community and the neighboring partners.

Planning

Emergency preparedness and planning processes are the responsibility of the entire TCL community. TCL Leadership, faculty, staff, and students can access the latest version of the ERP via the TCL website under the www.tcl.edu, and www.facebook.com/goTCL

The TCL Emergency Director, Director of Facilities Management, or their designees, and other designated TCL staff are responsible for distributing copies of the ERP, Emergency Reference Guide, updating campus floor plans, evacuation routes, TCL staging areas and other emergency response material to all TCL staff as well as providing a copy of TCL's ERP to supporting emergency response agencies on an annual basis or when updated. The TCL Emergency Director, or their designee, will plan annual review of the ERP and other necessary training such as Active shooter, as deemed necessary.

Threat Analysis

Due to TCL's vulnerability to a wide range of potential threats, the ERP is broad in scope. Examples of the TCL potential threats scenarios are listed below by category. Emergency Action Plans (EAP) for each threat will provide guidance of how to respond or deal with threat scenarios. The EAPs can be found in Section H APPENDICE of this ERP.

Natural Threats:

Severe Weather Events (Hurricanes, Tornados, etc)
Major Fires
Extreme Floods

Human-Generated Threats:

Active Shooters/Hostile Intruders/Criminal activity
Civil Disturbances/Demonstrations/Riots

Destructive Devices
 Psychological Crisis
 Pandemic/infectious diseases

Accidental/Technological Threats:

Utility/Telecommunication Failures
 Hazardous Material Spills/Releases
 Aircraft explosion, Downed aircraft (crash)
 Medical Emergencies

ERP Training and Emergency Preparedness Exercises

The Emergency Director, Director of Facilities Management and other designated TCL Leadership, faculty, staff, and personnel, are responsible for collaborating the development, implementation, and coordination of periodic ERP training and emergency preparedness exercises. The Emergency Director will coordinate between the TCL Leadership, faculty, staff, and personnel to analyze the academic calendar to determine the best times to conduct the ERP training and exercises and work with TCL administration to finalize the exercise schedule. ERP Training and Emergency preparedness exercises should be designed and scheduled to allow for adequate involvement of faculty, staff, and students. The Emergency Director will attempt to hold ERP training and exercises in conjunction with the local, state, and federal emergency response agencies. Additionally, the Emergency Director, Director of Campus Security, and other designated TCL staff, will perform annual ERP training and exercises as deemed necessary.

The ERP Training and Emergency preparedness exercises will be conducted in four phases:

Phase I – EMT and IMT familiarization of the plan, roles, and responsibilities.

Phase II- EMT, IMT, and First Responders Tabletop Exercise.

Phase III- Administrators, Deans, and Faculty familiarization of the plan, roles, and responsibilities.

Phase IV- Mock exercise involving EMT, IMT, First Responders, Administrators, Deans, and faculty.

E. EMERGENCY MANAGEMENT STRUCTURE

Emergency Command Post(s)

When an emergency occurs or is imminent and a "TCL State of Emergency" is declared, the Emergency Director has the responsibility of setting up and staffing Emergency Command Post. Building 3, Anderson Hall, at the TCL Beaufort- Mather campus will be the command post unless circumstances make another location more feasible or necessary because the emergency/crisis compromises the location of the Emergency Command Post.

If the emergency warrants, the Emergency Director can also establish a Field Emergency Command Post on location or near the scene of the emergency/disaster.

If the emergency involves only one building or a small part of a campus, Campus Security will ensure a TCL vehicle is placed as near to the emergency scene as is reasonably possible to secure the scene. One or

more uniformed security officer may always be necessary to secure the Emergency Command Post area until the emergency ends or the potential threat(s) are neutralized. A small office with a desk, chairs, and a telephone may also be required near the scene. If telephones are not operable, cellular telephones will be utilized.

Recommended Emergency Command Post equipment should include

- Barricades, barrier tape, and appropriate signs.
- Communications equipment including telephones (cell and landline with at least one speakerphone) to handle incoming and outgoing calls; and two-way radio systems to communicate with members of IMT. The TCL Mass Communication System will be the primary means of communication via cell phone, text, or Internet.
- Portable public address system.
- First Aid kit.
- Campus telephone directory and local telephone directory.
- Computers and printers with access to network resources, electronic mail, and the internet.
- Information gathering and display tools including access to broadcast radio and television or internet news sources; white boards, TV monitors, or flipcharts with easel and markers to compile and display information.
- Stationery, plain paper, pens, pencils, markers, and supplies.
- Food, water, non-perishable food/snacks.
- Flashlights, batteries.
- Cots and/or inflatable mattresses.

In addition to establishing an Emergency Command Post, the Emergency Director shall immediately begin contacting all necessary members of the Incident Management Team.

F. EMERGENCY RESPONSE OPERATIONS

Incident Identification & Threat Assessment

The most critical steps in the emergency response process are incident identification and threat assessment. The TCL ERP assumes that most emergency incidents on campus are going to be identified by students, faculty, staff, or visitors. If students, faculty, staff, or visitors become aware of, are involved in, or witness a life-threatening emergency, it is essential for them to immediately call 911 and/or the Campus Security Department. This notification is the initial step in the activation of the TCL ERP and emergency response. The local 911 Communications Center will dispatch the appropriate resources to the incident scene, if warranted. The first TCL Leadership, faculty, staff, personnel, or campus security officer on site will cooperate with responding law enforcement and/or EMS, if onsite, and collaborate to assess the threats and/or emergency incidents. The onsite TCL personnel will report this information to the Campus Security, who will notify the Emergency Director and/or Director of Facilities Management, or their designee.

Once the appropriate TCL personnel are notified of an incident, the threat assessment process begins. The TCL Emergency Director and/or TCL EMT will determine the appropriate level of response, based the initial and developing information. The following elements of information should be used to assist

in the threat assessment process:

- Type of incident.
- Location of incident.
- Time of incident.
- Information received from local law enforcement & fire rescue agencies.
- Information received from TCL Security personnel on scene.
- Information received from local, state, and federal intelligence reports.

Emergency Response Levels

In responding to any emergency, it is important for the Emergency Director, Director of Facilities Management and possibly Campus Security, to identify and classify the severity of the incident to ensure the appropriate resources are allocated in a timely fashion. There are three levels of emergency response. The higher the level of emergency, the more resources and coordination is needed to manage it.

Level 1: An Incident is any localized incident with a limited threat to life/safety and no impact to normal campus/TCL operations. Response to an incident is managed at the campus level with limited support from outside resources. The TCL ERP is not activated for an incident, but certain sections of the ERP can be used as standard operating guidelines to the extent necessary. An event of this nature should be reported to the Campus Security who will notify the Office of the Vice President for Administrative Services (Emergency Director) and Director of Facilities Management. Notification to the off-site campus Director or Administrator should occur when applicable.

Level 2: An emergency is any incident, defined as an incident that threatens life/safety and/or severely impacts normal campus/TCL operations. Response to an emergency can be managed at the campus level and could require significant resources internal and external to TCL. The TCL ERP is activated for an emergency incident. Major policy considerations and decisions could be required from the TCL administration during times of an emergency. An emergency should be reported immediately by calling 911 if life or serious injury has or likely to occur. Notification to the TCL President and Vice President for Administrative Services (Emergency Director) and Director of Facilities Management as quickly as possible. Notification of the off-site campus Director or Administrator should occur when applicable.

Level 3 : A crisis/disaster incident is defined as an incident that could result in the catastrophic loss of life and/or closure of one or more campuses and could likely continue for an extended period. Response to a crisis/disaster incident is managed at the EMT level and requires mutual aid from external agencies. The TCL ERP is fully activated for a crisis/disaster incident, and it is recommended the Incident Command System is activated to manager the crisis/disaster incident. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of a crisis/disaster incident, an Emergency Command Post will be activated, A crisis/disaster incident should be immediately reported, first by calling 911 and then the TCL President and Vice President for Administrative

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Services (Emergency Director). Notification of the smaller campus Director or Administrator should occur when applicable.

Protective Actions

There are three protective actions (LOCKDOWN/SHELTER-IN-PLACE, EVACUATION, and TEMPORARY CLOSURE) that can immediately be issued and implemented by the TCL President, or the Vice President of Administrative Services (Emergency Director) or their designee, in response to an emergency or a crisis/disaster incident.

1. Lockdown/Shelter-In-Place

One of the protective actions that may be issued by TCL President, or the Vice President of Administrative Services (Emergency Director) or their designee, is LOCKDOWN/SHELTER-IN-PLACE. A LOCKDOWN/SHELTER-IN-PLACE protective action may be issued in response to any emergency or a crisis/disaster incident. This protective action is aimed to keep students, faculty, staff, and visitors safe while remaining indoors. LOCKDOWN/SHELTER-IN-PLACE means TCL Leadership directs faculty and students to secure, interior rooms, if possible, with no or few windows, and taking refuge there. Faculty, staff, students, and visitors are required to immediately LOCKDOWN/SHELTER-IN-PLACE in an orderly manner when directed by TCL leadership/Campus Security or emergency response personnel.

In the event of an emergency incident that requires the TCL to LOCKDOWN/SHELTER-IN-PLACE, all staff and students will follow the **“Active Shooter” Emergency Action Plan Protocol that can be found in the Appendices of this Emergency Response Plan**. Lockdown procedures could be used in response to an internal or external incident which could be a threat to the safety of everyone at TCL.

LOCKDOWN/SHELTER-IN-PLACE procedures may be activated in response to any number of situations such as:

- A reported incident, disturbance on or near the TCL campus.
- A hostile intruder on the TCL campus or at an adjacent site.
- A major fire in the vicinity of the TCL.

Upon being notified of a LOCKDOWN/SHELTER-IN-PLACE protective action, Campus Security, Faculty, staff, and students should:

- At the Beaufort Mather (main) campus, Facilities Management staff will lock, and secure exterior building doors and aid is moving Faculty, staff, students, and possible visitors to designated secure rooms for lockdown.
- At the Angus Cotton Academic Center, New River campus and the Hampton H. Mungin Center campus, Campus Administrators and/or Directors will execute the “Lock Down Button” which close and lock all campus exterior doors and aid is moving Faculty, staff, students, and possible visitors to designated secure rooms for lockdown.
- Campus Security should take a safe and secure position, without putting themselves at risk, to evaluate and monitor the reported incident and report to the 911, Director of Facilities Management and the Director of Facilities Management will notify the Emergency Director and, if appropriate.

- **Faculty, staff, and students should:**
- Lock or block classroom and office doors to prevent access.
- If classroom or office doors have glass viewing panels, staff and students should either hide out of sight or find something to cover the panels.
- If blinds are fitted, they should be closed.
- Students are instructed to switch their mobile phones to quiet mode as quickly as possible.
- Students and staff are instructed to remain out of view, as low down as possible and wait in silence.
- Students who are in corridors or in transition to other classrooms or lab areas when the Lockdown alarm is announced, should make their way to the nearest supervised teaching space or safe place.
- Staff and students should remain in the secure areas until instructed to do so by TCL Leadership, or their designee (i.e. Campus Security). First responders such as Law enforcement, EMS or Firefighters can determine the “scene” safe but should not release staff or students from their secure locations.
- Refer to the Emergency Reference Guide for additional details.

2. Evacuation

One of the protective actions that may be issued by the TCL President, or the Vice President of Administrative Services (Emergency Director) or their designee, is the building or campus-wide EVACUATION. An EVACUATION protective action may be issued in response to any emergency or a crisis/disaster incident. This protective action is aimed to keep faculty, staff, students, and visitors safe by creating distance between them and the threat incident.

- EVACUATION means immediately leaving the area you are located for another designated safe location.
- All TCL faculty and staff should review the evacuation plan for their building and be able to assist students and visitors in execution of the EVACUATION plan.
- Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
- If a campus-wide EVACUATION is issued, everyone on a campus is required to immediately leave in an orderly manner and proceed immediately to the designated evacuation assembly area for their respective building. Detailed evacuation maps are located near the exit door of each campus classroom and laboratory. Designated campus evacuation assembly areas are marked with appropriate signage.
- If the incident rises to the level of a TCL “State of Emergency”, students, faculty, staff and visitors could be instructed to EVACUATE the campus and should not return to an evacuated building/area unless told to do so by Security or the Emergency Director.
- In an emergency, crisis/disaster incident, Evacuees should assist persons with disabilities exiting the building. Elevators are reserved for disabled persons.

DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR AN EARTHQUAKE.

Evacuation Provisions for People with Disabilities

The Chairperson of the ADA Committee, who provides accommodations to students with disabilities, is responsible for providing Security and the Emergency Director the current schedules and specific needs of faculty and students requiring accommodations. The campus security personnel will maintain a list of faculty/students who require special accommodations, the specific accommodations needed and schedule of those individuals’ attendance at TCL. The following buildings at the Beaufort-Mather Campus, (2

Coleman Hall, 4 Health Sciences, 12 MacLean Hall and the Angus Cotton Academic Center, New River Campus, need identified designated locations at these locations for First Responders to assist the swift evacuation of persons with disabilities during an emergency or disaster. The location must be clearly identified on emergency evacuation plans, so that faculty, staff, students, visitors, and emergency personnel may easily locate them.

TCL should consider using the “SMART911” free app, which allows anyone to include persons with disabilities to register and during an emergency or disaster, first responders can locate that person with special needs via their cell phone. SMART911 website states “... During a disaster, at-risk individuals with access and functional needs require additional help before, during, and after an incident. With Smart911, at-risk individuals can sign up and share their medical and access and functional needs requirements with their community’s emergency managers. This online portal of at-risk residents helps emergency managers better plan and identify residents in need of assistance during a disaster. Residents provide any information they wish to share during emergency planning, response, and recovery efforts. Participation in the access and functional needs registry is strictly voluntary.

3. Temporary Closure

One of the protective actions that may be issued by the TCL President, or Vice President of Administrative Services (Emergency Director), or their designee, is TEMPORARY CLOSURE. A TEMPORARY CLOSURE protective action may be issued after an EVACUATION is ordered and it is determined that a building or campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff, and visitors safe by keeping them out of the threat area and away from emergency response operations. TEMPORARY CLOSURE means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they are ordered to leave by Emergency Director, EMT, Director of Facilities Management, TCL Campus Security, or local emergency response agency personnel. Current information regarding the status of all TCL campuses operation during an emergency or a crisis/disaster incident can be obtained through the TCL website and social media outlets.

Outside Directives from Local Authorities

Upon the receipt of directives from local authorities ordering an evacuation or lockdown of a TCL campus or other off main campuses, the following procedure should be followed:

- Obtain proper identification from the person issuing the directive and what agency they represent (i.e. police, sheriff, fire department, etc.) and a telephone contact number for the person.
- Inquire as to the nature of the emergency and immediately communicate this information to the TCL Director or Administrator for the site or location.
- The Campus Director or Administrator shall direct all TCL faculty, staff, and students into full compliance with the directives of local authorities and notify the Emergency Director.

TCL STATE OF EMERGENCY DECLARATION

Emergency Procedures during a “TCL STATE OF EMERGENCY”

- Once TCL officials become aware of an emergency or crisis/disaster incident, the priority will be to take necessary and immediate action to protect human life/health.
- In most cases, this will require direct reporting of an emergency using 911 (9-911 from campus)

telephone) by the first person that becomes aware of the emergency.

- Although the nature of the emergency or disaster will dictate the exact process that will be followed, refer to the Emergency Action Plans (EAPs) regarding a specific threat(s) or emergency incident for guidance. The EAPs can be found in the Appendices section of this Emergency Response Plan (ERP).
- Additional information is provided for specific emergencies in the next section. All members of the Emergency Management Team and Incident Management Team are to be thoroughly briefed with all available information.

Sequence of Events for Emergency Procedures

- The first response action is to protect the life/health of persons.
- The TCL President, Vice President for Administrative Services, Director of Facilities Management, and if warranted, Campus Security, confer to evaluate facts and determine whether the emergency constitutes a "TCL State of Emergency".
- If the TCL ERP is not fully activated for an incident or emergency, but certain sections of the ERP can be used as standard operating guidelines to the extent necessary.

If a "TCL State of Emergency" is declared by the President, then:

- The Emergency Management Team is activated.
- The President names an Emergency Director, in the absence of the Vice President for Administrative Services.
- The Emergency Director activates the Incident Management Team.
- The Emergency Response Plan is activated.
- The Emergency Notification Plan is activated.
- An Emergency Command Post is established.
- A Field Command Post, if needed, is established.
- The Emergency Director initiates actions as necessary based upon the conditions of the emergency.

Notification Provisions

1. Public Information

Public Information is a priority response action. The increased demand for public information after an emergency or a crisis/disaster incident can quickly overwhelm the capabilities of response personnel if it is not addressed appropriately. In response to an emergency or a crisis/disaster incident, the TCL President and/or VP of Administrative Service (Emergency Director) will work with the VP for Institutional Advancement and the PIO (Associate VP of Marketing and Public Relations) to coordinate an authorized release of public information through the Public Information Office.

2. Official Spokesperson

The PIO, under the direction from the TCL President, VP for Institutional Advancement, and coordination with the Emergency Director, will be the official spokesperson for TCL who is authorized to complete interviews with the media during a declared emergency. The TCL president is authorized to designate other TCL official spokespersons as needed.

3. Designated Areas for Media

The TCL ERP was developed under the assumption that there will be increased media presence during an emergency or a crisis/disaster incident; therefore, TCL will designate staging areas for media near each campus/center. A media staging area will be positioned outside the present and potential threat zone and the secure perimeter of response operations, but close enough to accurately report the

incident. The Emergency Director will work with the VP for Institutional Advancement and the Associate VP of Marketing and Public Relations (PIO) and potentially other TCL administration to identify potential locations that could serve as designated media staging areas during and after a declared emergency.

4. Student & Employee Accountability

Family reunification is a priority after a major life-threatening emergency. Requests for information regarding the welfare of students and employees could quickly overwhelm the TCL's internal communication resources and negatively impact TCL's response capabilities. Increased demand on external communication infrastructure, such as cell phones, will also hinder the family reunification process. Therefore, TCL administration should immediately evaluate the need to implement an external accountability system for the TCL community to report their welfare status. Once the need for student and employee accountability is determined, TCL will request assistance from the Beaufort Chapter of the American Red Cross or Beaufort County Emergency Management to facilitate family reunification.

General Notification for Emergency incidents

- If personal injury is involved, call EMS using 911 (or campus telephone, (9-911).
- Alert TCL Campus Security, depending on the location (Beaufort Mather, Angus Cotton Academic Center New River, Hampton H. Mungin Center or Bluffton Culinary Institute of the South Campus.
- Campus Security should notify the Emergency Director (843)-525-8249
- During business hours, call the Business Office at Extension 8249 or 8251.

Beaufort-Mather (Main) Campus

- Once it is determined that an emergency or a crisis/disaster incident exists, the reporting person should call 911 to report the emergency.
- The reporting person should then alert TCL Campus Security staff of the emergency by calling extension 8301 or (843) 986-6971.
- The TCL Campus Security officer on duty will notify the Emergency Director, (843)-525-8249.

Angus Cotton Academic Center, New River Campus

- Once it is determined that an emergency or a crisis/disaster incident exists, the reporting person should call 911 to report the emergency.
- The reporting person should then alert TCL Campus Security staff of the emergency by calling extension 6006 or (843) 812-4115.
- The TCL Campus Security officer on duty will notify the Emergency Director (843)-525-8249 or a designated TCL campus Administrator (843)-812-4115.

Hampton- H. Mungin Center Campus

- Once it is determined that an emergency exists, the reporting person should call 911 to report the emergency.
- To notify security at the Hampton H. Mungin Center, Campus: Extension from Beaufort Mather campus: 2170, Hampton Security Cell Phone: (843) 812-8262
- The Hampton, H. Mungin Center, campus Security will then alert the Director of the Hampton, H. Mungin Center, Campus, or the administrative assistant of the emergency.
- The Director of the Hampton H. Mungin Center, Campus or the administrative assistant will notify the

Emergency Director (843)-525-8249.

Bluffton Culinary Institute of the South Campus (under construction)

- Once it is determined that an emergency exists, the reporting person should call 911 to report the emergency.
- The person who initiates emergency notification shall immediately contact the onsite Campus Security or Administrator for the Bluffton Campus and alert them of the emergency.
- The campus Director or Administrator will notify the Emergency Director (843)-525-8249.

Notification for Emergencies or “TCL State of Emergency” Conditions

- If the emergency involves serious injury or threat of personal injury, the first person to the scene should report the incident to LE authorities and/or EMS using 911 (or 9-911 from a campus telephone),
- Upon declaration of a "TCL State of Emergency" by the President, or their designee, a notification will be sent to all TCL Leadership, faculty, staff, personnel and students, and implementation of the TCL Emergency Response Plan.

Internal Communications

Communications between the Emergency Management Team and the Incident Management Team should be conducted through the President, or designee, and the Emergency Director.

The TCL Mass Communication System will serve as primary TCL community communication system sending multiple messages through Voice Over IP (VoIP), text, email, and social media postings to TCL Facebook, TCL Twitter accounts, and on the www.tcl.edu site.

External Communications

All public announcements and official communications will be issued through the Emergency Management Team via the PIO, Assistant VP for Public Relations, or the TCL President.

IMPORTANT: DURING A TCL STATE OF EMERGENCY, TELEPHONE USE WILL BE RESTRICTED TO EMERGENCY USE ONLY

Maintenance of Critical Services

An emergency or crisis/disaster incident may cause a campus location or the entire TCL to cease certain TCL operations. For TCL to effectively continue to protect life and property and restore critical operations, the following essential services must be maintained throughout the incident:

- Campus Security
- Facility Operations/Maintenance
- Facility Security Systems
- Computer & Network Services
- Telecommunications
- Purchasing
- Payroll

G. RECOVERY OPERATIONS

Damage Assessment

The TCL Emergency Director working closely with the Director of Facilities Management, shall use the following process to determine the extent of damages after an emergency or a crisis/disaster incident and the length of time needed to resume normal operations at a campus/center. The color-coded key listed below will be used to assess TCL structures, buildings and physical TCL property damage from an emergency or a crisis/disaster incident no matter the cause.

GREEN = No damage, operational

YELLOW = Minor damage, operational within 24-48 hours

RED = Major damage, operational within one to six weeks

BLACK = Extensive damage or destroyed, cannot resume operations without being rebuilt or replaced

It is recommended TCL's facilities management will create a chart or map of all buildings, structures, facilities, roadways, passages, tunnels, etc. on all campuses effected by the crisis/disaster incident and utilize the above color code system to track the damage assessment and the restoration, if possible, of the designated areas.

Critical Operations Restoration

As the immediate threat to life, property, and the incident subsides, the restoration of critical TCL operations becomes the priority. An emergency or a crisis/disaster incident may cause a campus or the entire TCL to cease and/or limit critical operations. Critical operations restoration is the first step of transitioning from emergency response to recovery once the campuses/centers are determined to be safe and secure for all personnel. The Emergency Management Team (EMT) will be responsible for designing and initiating strategies for the recovery processes while emergency response actions are still being implemented. The specific processes and responsibilities regarding the restoration of critical TCL operations will be the responsibility of TCL EMT, Facilities Management and other TCL personnel collaborating with local, state, and federal resources depending on the type and degree of the disaster incident. The restoration TCL facilities and operations could take considerable time should be addressed in a TCL Business Continuity Plan.

H. APPENDICES:

TCL Emergency Mass Communication System

TCL currently uses the ReGroup Mass Communication System product, which has the capabilities to disseminate emergency/routine notifications to the entire TCL community through mobile App, text messaging, Voice over IP (VoIP), Social Media postings to www.tcl.edu and www.facebook.com/goTCL and shared messages with 98.7 “The River” and The Beaufort Gazette/Island Packet. In addition, communications will be sent to all TCL email addresses. Keep in mind, in the event of a storm and/or power outage, some outlets may not work. It is best to know all the options, so TCL Leadership, faculty, staff, personnel and students can check multiple sources.

TCL should consider utilizing ReGroup Mass Communication system capabilities, some of which are described below:

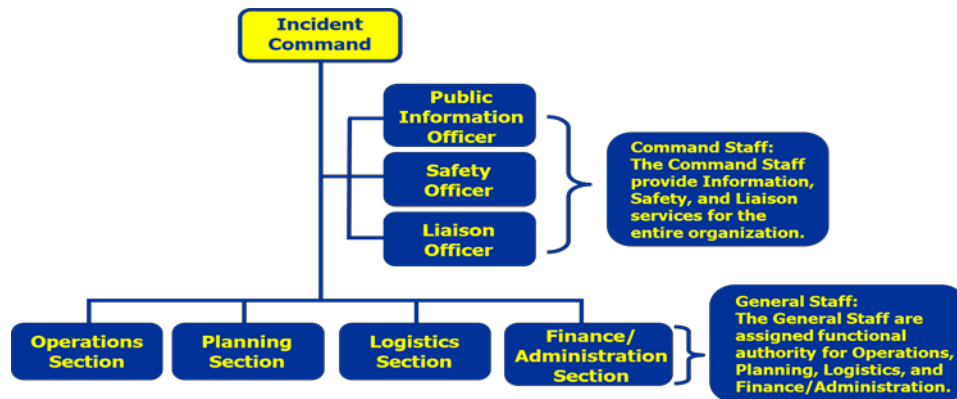
- ☐ Mobile App compatibility with IOS and Android phones.
- ☐ Unlimited administrators at no extra costs.
- ☐ SMS text, voice, email, push notifications.
- ☐ Geofencing capability (this mobile App capability can locate all members of the TCL community within the set Geofence perimeters. This feature allows TCL Leadership and appointed system Administrators to know where all TCL Leadership, faculty, staff and students are at any time they are within a TCL campus. This information is critical during an emergency and/or crisis/disaster incident.)
 - Identifies the user, their location and potential “status” (i.e. evacuating or remaining on site during a hurricane, flooding, etc.)
- ☐ End users can reply to text, upload photos, provide GPS locations.
- ☐ Panic Alert feature.
- ☐ 911 alert feature.
- ☐ NOAA weather alerts.
- ☐ 24 hr. customer support.

Incident Command System

If the emergency or crisis/disaster incident appears to be long term incident, TCL should consider utilizing the Incident Command System (ICS) model for managing emergency operations and resources.

The Incident Command System (ICS) is a modular emergency management system designed for all threats and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. Use of the ICS at the TCL Emergency Command Post would provide the ability to communicate and coordinate response actions with external emergency response agencies. The utilization of the ICS system should be considered for long term crisis/disaster incidents, where managing of facilities, equipment, personnel, procedures, and communications requires a carefully

coordinated effort by the EMT.



1. Key Principles of the Incident Command System

- ❑ Modular organization based on activating only those organizational elements required to meet current objectives.
- ❑ Common terminology applied to organization elements, position titles, facility designations and resources.
- ❑ Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- ❑ Comprehensive resource management for coordinating and inventorying resources for field responses.
- ❑ Integrated communication so that information systems operate smoothly among all response agencies involved.
- ❑ Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
- ❑ Consolidated action plans that contain strategy to meet objectives at both the incident response and Emergency Operations Center levels.

2. Designation of TCL Incident Commander

Under the Incident Command System, it is essential to all emergency response planning and action that a single TCL Incident Commander be designated. It is recommended that the Emergency Director, or their designee, be the TCL Incident Commander. This person must be able to bring the needed response to whatever incident may occur. The function of the Incident Commander should include, but not be limited to:

- ❑ In charge of the TCL response.
- ❑ Maintain command until public agencies arrive and assume command or when relieved at start of next operational period.
- ❑ Assess the situation.
- ❑ Order warning of persons at risk or potentially at risk to take appropriate protective actions.
- ❑ Notify or verify internal teams, departments, public agencies, regulators, contractors, and suppliers have been notified.

- ☐ Appoint others to incident command positions as needed.
- ☐ Brief staff on current organization and activities; assign tasks; schedule planning meeting.
- ☐ Determine the incident objectives and strategy; identify information needed or required by others; ensure planning/strategy meetings are held and attend as needed.
- ☐ Coordinate activities with the Emergency Operations Center (EOC); identify priorities and activities; provide impact assessment for business continuity, crisis communications and management.
- ☐ Review requests for resources; confirm who has authority to approve procurement; approve all requests for resources as required.
- ☐ Provide information to and coordinate with crisis communications or media relations team.
- ☐ Terminate the response and demobilize resources when the situation has been stabilized.

3. Command Structure: Command Staff and General Staff positions

Command Staff should include a Public Information Officer, Safety Officer and Liaison Officer which support the Incident Commander position.

Public Information Officer duties include:

- ☐ Advise the Incident Commander on information dissemination and media relations.
- ☐ Serve as the primary contact for anyone who wants information.
- ☐ Serves external audiences and internal audiences.
- ☐ Obtain information from the Planning Section.
- ☐ Coordinate with other public information staff.
- ☐ Obtain information from the community, the media, and others.

Safety Officer duties include:

- ☐ Ensures all personnel responding to incident, do it safely.
- ☐ Advises Incident Command on safety issues.
- ☐ Minimizes employee risk.

Liaison Officer duties include:

- ☐ Gathers information about supporting agencies.
- ☐ Coordinates for agencies not in command structure.
- ☐ Provides briefings and answers questions.

General Staff positions will include Operations, Planning, Logistics and Administration.

Operations Section duties include:

- ☐ Coordination with IMT and tactical operations during the incident.
- ☐ Request additional resources to support tactical operations.
- ☐ Expedite appropriate changes in the operations portion of the Emergency Action Plans.
- ☐ Maintain close communication with the Incident Commander, IMT and other emergency response agencies.

Planning Section duties include:

- ☐ Gathers and analyzes information on emergency or crisis. (Personnel usage, supplies, etc)
- ☐ Gathers, analyzes, and disseminate intelligence and information.
- ☐ Works closely with the Incident Commander and General Staff.
- ☐ Conduct and facilitate planning meetings.
- ☐ Determine need for technical experts as well as specialized resources to support the incident.
- ☐ Coordinate with business continuity and senior management teams.
- ☐ Assemble information on alternative strategies and plans.
- ☐ Assess current and potential impacts on people, property, environment.
- ☐ Compile and display incident status information.

Logistics Section duties include:

- ☐ Provides resources to stabilize the incident and support personnel, systems, and equipment.
- ☐ Workspace or facilities for incident management staff.
- ☐ Media briefing center.
- ☐ Transportation.
- ☐ Communications equipment.
- ☐ Food, water, shelter, and medical care.
- ☐ Ensures Incident Command Post and other facilities have been established as needed.
- ☐ Assesses communications needs and facilitates communications between teams/personnel/agencies.
- ☐ Attends planning meetings; provides input to Emergency Action Plans.
- ☐ Provides updates on resources (availability, response time, deployment).
- ☐ Estimates and procures resources for the next operational period.

Finance/Administration duties include:

- ☐ Manages all financial aspects of the incident.
- ☐ Provides financial and cost analysis information as requested.
- ☐ Create accounts for claims and costs, coordinates with Logistics.
- ☐ Tracks worker time and costs for materials and supplies.
- ☐ Documents claims for damage, liability, and injuries.
- ☐ Notifies risk management/insurance to initiate claims reporting.
- ☐ Provides incurred and forecasted costs at planning meetings.
- ☐ Provides oversight of financial expenditures, new leases, contracts, and assistance agreements to comply with corporate governance.

Recommended FEMA (ICS) Training programs online:

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>

<https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d>

South Carolina Emergency Operations Plan

As an agency of the State of South Carolina, the Technical College of the Lowcountry falls within the directives of the State as to its response to regional and such state-wide disasters as hurricanes, earthquakes, nuclear accidents, terrorism, civil disturbances, and other disasters. The State has two separate plans that provide guidance, the ***South Carolina Emergency Operations Plans (SCEOP)*** and the ***South Carolina Hurricane Plan***.

In general, state emergency officials work through the county emergency officials in responding to emergencies and follow the directives as outlined in the State plans. The TCL coordinates its emergency response to regional state emergencies with the Beaufort County Emergency Management office. Copies of both state plans are maintained in the Business Office and are also available on the state website at:

www.scemd.org South Carolina Emergency Management Division refer to the following site for specific hurricane guidance:

<https://www.scemd.org/stay-informed/publications/hurricane-guide/>

Sections from the SCEOP on major disasters likely to affect this area have been reproduced for reference in the Appendix. Members of the TCL Emergency Management Team (EMT) and Incident Management Team (IMT) should familiarize themselves with this information.

Additionally, SCEMD, has established Operational Condition Levels (OPCONS)

The South Carolina Emergency Management Division operates on a system of Operational Condition Levels, also known as OPCONS. This numerical scale is how SCEMD, the State Emergency Response Team and counties coordinate, prepare and respond to major emergencies.

The three OPCONS and their definitions are compatible with state and federal emergency management organizations nationwide. The Beaufort County Emergency Management Division has adopted the SCEMD's new OPCON levels. The Emergency Action Plans designed for each Oldfield Club venues have been formatted to be compatible with SCEMD and BCEMD operational OPCON levels.

South Carolina's OPCONS and their definitions are as follows:

OPCON THREE

OPCON THREE - Normal Daily Operations

Agencies coordinate, plan, train, and exercise as warranted. Incidents are monitored by the State Warning Point and local emergency managers.

OPCON TWO

OPCON TWO - Enhanced Awareness

A disaster or emergency is likely to affect the state. Emergency Operations Plans are implemented. The State Emergency Operations Center is partially activated if necessary.

OPCON ONE

OPCON ONE - Full Alert

A disaster or emergency is imminent or occurring. The State Emergency Operations Center is fully activated. All agency personnel are activated or available for activation.

The following EAPs regarding specific threats or emergencies incidents are to be used by members of the Emergency Management Teams and the Incident Management Team to assist in minimizing exposure to danger and property loss. It is by no means comprehensive but includes information which services as guidelines to follow and generally accepted as useful for each specific emergency, as well as specific information on TCL expected response to the situation.

(i) EMERGENCY ACTION PLANS

HURRICANE AND DESTRUCTIVE WEATHER PLAN

Purpose: The health, safety and welfare of the TCL students, faculty, and staff are of utmost important, and to assure that TCL is prepared for hurricane season. South Carolina Emergency Management Division Beaufort County Emergency Management office specify actions required by TCL Emergency Management Team, Incident Management Team and other TCL faculty, staff and personnel in preparation of approaching Hurricane and/or destructive weather.

Beaufort County designation (Hurricane Notification OPCON III):

- ☐ Hurricane Season is from June 1st through November 30th annually.
- ☐ Leading up to a potential hurricane, the National Weather Service will begin issuing tropical storm and hurricane alerts every 12-24 hrs.
- ☐ Tropical-storm conditions are heavy rain, flooding, and sustained winds 50-73 mph. Hurricane watch announcement will occur when rain and wind conditions are > 74 mph or stronger. Hurricane category 1 Sustained Winds: 74-95 mph, category 2 Sustained Winds: 96-110 mph, category 3 Sustained Winds: 111-129 mph, category 4 Sustained Winds: 130-156 mph, and category 5 Sustained Winds: 157+ mph.
- ☐ In the event of an approaching hurricane, the Vice President for Administrative Services will monitor the storm's path and communicate with local emergency preparedness officials.
- ☐ The TCL's Emergency Management Team, Incident Management Team and other TCL officials/staff as needed, will meet to discuss/update the following emergency actions:
 - storm tracking and liaison with local emergency offices.
 - storm preparations and timeline/priority of work, internal and external.
 - emergency communications plan to include adjustments to academic schedules.
 - evacuation planning, personnel accountability procedures; and storm recovery planning.

- Information on these actions will be disseminated through appropriate channels and separate correspondence.
- Stay in contact with the Emergency Director about future evacuation and re-entry procedures.

Beaufort County designation (Hurricane Notification OPCON II):

- ☒ TCL will verify all Leadership, faculty, staff, and students have their updated contact information.
- ☒ Facility Management will do the following:
 - ☒ Ready the equipment; checking generators, chain saws, buckets, trucks (ensuring that there is ample fuel in each vehicle), plywood, sandbags, etc.
 - The physical plant staff will also check drainage systems, remove awnings, anchor loose equipment, top off fuel tanks, and lower the temperatures in cold storage areas.
- ☒ Emergency supplies are stored in the maintenance warehouse and Facility Management should consider distributing some of the emergency supplies to support the Command Post needed supplies in building 3.
- ☒ Complete boarding and taping glass and windows at Building 3, Anderson Hall at the Beaufort-Mather Campus.
- ☒ Place electronic equipment on tables, desks, and cabinets such as printers, TVs, computer terminals and other valuable equipment and cover with plastic material.
- ☒ Move all furniture away from windows and doors.
- ☒ They will install custom-made plywood panels over the windows on the east side of Building 3 facing the Beaufort River. These panels provide additional protection for the important records housed in the Business Office.
- ☒ The faculty and staff will also assist with readying offices, placing records, etc. in the vaults located in Buildings 2, Coleman Hall and 3, Anderson Hall at the Beaufort-Mather Campus.

Beaufort County designation (Hurricane Notification OPCON I):

- ☒ EVACUATION protective action may be issued in response to any emergency or a crisis/disaster incident. This protective action is aimed to keep students, faculty, staff, and visitors safe by creating distance between them and the threat incident.
- ☒ All TCL faculty and staff should review the evacuation plan for their building and be able to assist students and visitors in execution of the EVACUATION plan.
- ☒ If a campus-wide EVACUATION is issued, everyone on a campus is required to immediately leave in an orderly manner and proceed immediately to the designated evacuation assembly area for their respective building. Detailed evacuation maps are located in the hallways of each campus classroom and laboratory. Designated campus evacuation assembly areas are marked with appropriate signage.
- If the incident rises to the level of a TCL “State of Emergency”, students, faculty, staff and visitors could be instructed to EVACUATE the campus and should not return to an evacuated building/area unless told to do so by the TCL Emergency Director.

Post Storm:

- ☒ The TCL Emergency Director working closely with the Director of Facilities Management, shall use a process to determine the extent of damages after an emergency or a crisis/disaster incident and the length of time needed to resume normal operations at a campus/center.

- ☒ As the immediate threat to life, property, and the environment subsides, the restoration of critical TCL operations becomes the priority. An emergency or a crisis/disaster incident may cause a campus or the entire TCL to cease critical operations. Critical operations restoration is the first step of transitioning from emergency response to recovery once the campuses/centers are determined to be safe and secure for all personnel.

TORNADO

Tornadoes can destroy buildings, flip cars, and create deadly flying debris. Tornadoes are violently rotating columns of air that extend from a thunderstorm to the ground. Tornadoes can have the following indicators:

- ☒ Happen anytime and anywhere.
- ☒ Prior to tornado, the sky has a sickly greenish or grayish black color.
- ☒ Hail can accompany a tornado and should be considered as a real danger sign of a potential tornado being imminent.
- ☒ A strange quiet that occurs within or shortly after a thunderstorm.
- ☒ A sound like a waterfall or rushing air at first but turns into a roar such as a train or jet.
- ☒ Debris dropping from the sky.
- ☒ An obvious "funnel -shaped" cloud that is rotating, or debris such as branches, leaves being pulled upward, even if no funnel cloud is visible.
- ☒ A tornado can bring intense winds, over 200 MPH.

IF YOU ARE UNDER A TORNADO WARNING, FIND SAFE SHELTER RIGHT AWAY

- ☒ With this warning, the facility management staff will attempt to turn off the electricity and gas service.
- ☒ TCL Leadership, faculty, staff, and students should take the following precautionary steps:
- ☒ Seek a hallway or closet and stay away from windows.
- ☒ Use something such as a chair cushion to cover the head.
- ☒ Seek an area away from the west wall or south wall, the direction the tornado will usually approach.
- ☒ If on the Beaufort campus, seek cover in the basements of Buildings 1, 2 and 12.
- ☒ If these locations are not accessible, go to the lowest floor, preferably a basement; do not stay in an elevator.
- ☒ Do not seek shelter in the auditorium or gymnasium.
- ☒ Crouch under desks or sturdy furniture and hold on to it.
- ☒ If no furniture is available become a small target, squat low to the ground or floor, place hands on knees with head between them and cover head with a cushion, chair. Even a jacket or shirt could provide some protection from flying debris.
- ☒ Do not get in a car, or if in a car, do not try to outrun the tornado. Leave the car and crouch in a ditch.
- ☒ Do not waste time opening windows. Use all available time to seek shelter. Flying debris accounts for many injuries.
- ☒ Do not evacuate the building, you are safer in a building as opposed to being in the open space.
- ☒ Assist the handicapped, if at possible.
- ☒ If you can safely get to a sturdy building, then do so immediately.

- ☒ Go to a safe room, basement, or storm cellar.
- ☒ If you are in a building with no basement, then get to a small interior room on the lowest level.
- ☒ Stay away from windows, doors, and outside walls.
- ☒ Do not get under an overpass or bridge. You are safer in a low, flat location.
- ☒ Watch out for flying debris that can cause injury or death.
- ☒ Use your arms to protect your head and neck.
- ☒ Do not try to outrun a tornado in a vehicle.
- ☒ If you are in a car or outdoors and cannot get to a building, cover your head and neck with your arms and cover your body with a coat or blanket, if possible.
Keep listening to SCEMD, NOAA Weather Radio, and local authorities for updated information.
- ☒ If you are trapped, cover your mouth with a cloth or mask to avoid breathing dust. Try to send a text, bang on a pipe or wall, or use a whistle instead of shouting.
- ☒ Stay clear of fallen power lines or broken utility lines.
- ☒ Do not enter damaged buildings until you are told that they are safe.
- ☒ Save your phone calls for emergencies. Phone systems are often down or busy after a disaster. Use text messaging or social media to communicate with family and friends.

MAJOR FIRES

- ☒ Each TCL Leadership, faculty, staff, and student should become familiar with the fire exits posted on the walls in each building.
- ☒ Take the time to familiarize yourself with the exit routes for evacuating the building.
- ☒ Take the time to locate where the fire extinguishers are for each building you are in.
- ☒ If there is suspicion of something burning, notify the Business Office at extension 8249 or 8251 immediately.
- ☒ The Business Office will notify Facility Management personnel to investigate to determine whether there is a fire and if it is necessary to call the fire department.

When a fire is discovered:

- ☒ Activate the nearest fire alarm (if installed in a building).
- ☒ Notify the 911, security and the Emergency Director.
- ☒ If a fire alarm is not available, notify the all personnel in the vicinity about the fire emergency and have them evacuate to a safe and secure location away from the area in accordance to the fire evacuation escape routes posted on the walls and stairs of each building.
- ☒ If properly trained, use a fire extinguisher to control and/or extinguish the fire if the fire is small, containable to immediate area and is not spreading.
- ☒ Then evacuate the building immediately. Report the fire to the Vice President for Administrative Services at 8249 or 8251.

DO NOT USE THE ELEVATOR IF THERE IS A FIRE. GIVE ASSISTANCE TO ANY HANDICAPPED INDIVIDUALS WHO MAY NEED HELP.

- ☒ Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and EMS personnel.

Campus Security and/or Facility Management:

- ☒ Turnoff utilities (gas, propane, electrical) and equipment unless doing so jeopardizes his/her safety.
- ☒ Coordinate an orderly evacuation of personnel.
- ☒ Assist all physically challenged employees/occupants in the area in emergency evacuation.
- ☒ If fire is contained or extinguished, attempt rescue of missing personnel if necessary and can be accomplished safely.
- ☒ Provide the Fire Department personnel with the necessary information about the facility.

EXTREME FLOODS

- ☒ Flooding is a temporary overflow of water onto land that is normally dry. Floods are the most common natural disaster following a Hurricane, a Tropical Storm, coastal storms, storm surges, and overflows of dams and other water systems.
- ☒ Failing to evacuate flooded areas, entering flood waters, or remaining after a flood has passed can result in injury or death.

Floods may:

- Develop slowly or quickly – Flash floods can come with no warning.
- ☒ Cause outages, disrupt transportation, damage buildings, and create landslides.

IF YOU ARE UNDER A FLOOD WARNING, FIND SAFE SHELTER RIGHT AWAY

- Do not walk, swim, or drive through flood waters. **Turn Around, Don't Drown!**
- ☒ Just six inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
- ☒ Stay off bridges over fast-moving water.
- ☒ Evacuate any area if told to do so.
- ☒ Move to higher ground or a higher floor.
- ☒ If your vehicle is trapped in rapidly moving water, then stay inside. If water is rising inside the vehicle, then seek refuge on the roof.
- ☒ If trapped in a building, then go to its highest level. Do not climb into a closed attic. You may become trapped by rising floodwater. Go on the roof only if necessary. Once there, signal for help.
- ☒ Be aware of the risk of electrocution. Do not touch electrical equipment if it is wet or if you are standing in water. If it is safe to do so, turn off the electricity to prevent electric shock.
- ☒ Avoid wading in floodwater, which can contain dangerous debris and be contaminated. Underground or downed power lines can also electrically charge the water.
- ☒ If you see flooding or raising water on campus, immediately alert security, and Facilities Management to assess the situation.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Since 2002, the Advanced Law Enforcement Rapid Response Training (ALERRT) Program at Texas State University has been used to train law enforcement officers across the nation in how to rapidly respond to dangerous active threat situations, primarily focused on Active Shooter Incidents. The FBI, Secret Service

and Department of Homeland Security has also adapted the ALERRT program and provided training to law enforcement agencies, schools, and other community organizations in response to active threat incidents. The ALERRT **Run/Hide/Fight** is national response protocol used in response to Active Shooter threat.

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of TCL Leadership, faculty, staff, or employees during an active shooter situation.

RUN: If there is an accessible escape path, attempt to evacuate the premises.

- ☐ Have an escape route and plan in mind.
- ☐ Evacuate regardless of whether others agree to follow.
- ☐ Leave your belongings behind.
- ☐ Help others escape, if possible.
- ☐ Prevent individuals from entering an area where the active shooter may be.
- ☐ Keep your hands visible.
- ☐ Follow the instructions of any police officers.
- ☐ Do not attempt to move wounded people.
- ☐ Call 911 when you are safe.

HIDE: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- ☐ Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- ☐ Do not trap yourself or restrict your options for movement.
- ☐ To prevent an active shooter from entering your hiding place:
 - Lock the door.
 - Blockade the door with heavy furniture.

If the active shooter is nearby:

- ☐ Lock the door.
- ☐ Silence your cell phone and/or pager.
- ☐ Turn off any source of noise (i.e., radios, televisions).
- ☐ Hide behind large items (i.e., cabinets, desks).
- ☐ Remain quiet.

If evacuation and hiding out are not possible:

- ☐ Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- ☐ If you cannot speak, leave the line open and allow the dispatcher to listen.
- ☐ Remain out of sight and quiet by hiding behind large objects and silence your phone.

FIGHT: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- ☐ Acting as aggressively as possible against him/her.

- ❑ Throwing items and improvising weapons.
- ❑ Yelling.
- ❑ Be committed to your actions.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES:

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- ❑ Officers usually arrive in teams of four (4).
- ❑ Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- ❑ Officers may be armed with rifles, shotguns, handguns.
- ❑ Officers may use pepper spray or tear gas to control the situation.
- ❑ Officers may shout commands and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm and follow officers' instructions.
- ❑ Put down any items in your hands (i.e., bags, jackets).
- ❑ Immediately raise hands and spread fingers.
- ❑ Always keep hands visible.
- ❑ Avoid making quick movements toward officers such as holding on to them for safety.
- ❑ Avoid pointing, screaming, and/or yelling.
- ❑ Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 911 operator:

- ❑ Location of the active shooter.
- ❑ Number of shooters, if more than one.
- ❑ Physical description of shooter/s.
- ❑ Number and type of weapons held by the shooter/s.
- ❑ Number of potential victims at the location.

Notify the Emergency Director and/or Campus Security.

- ❑ As soon as possible report the incident to the Campus Security Vice President for Administrative Services at 8249 or 8251 and/or Campus Security at 8301 or 986-6971.
- ❑ For the Angus Cotton Academic Center, New River Campus, dial 6006 or 812-4115.
- ❑ For the Hampton, H. Mingin Center, Campus, contact the campus Administrator at (803) 943-4262 and Hampton Campus Security at cell: (843) 812-8262.

Notes: The first officers arriving to the scene **will not stop** to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

VIOLENT OR CRIMINAL BEHAVIOR:

- ☐ If you are a victim of or a witness to any violent or criminal behavior on campus, AVOID RISKS.
- ☐ If there is an immediate threat, you should call 911.
- ☐ As soon as possible report the incident to the Campus Security at 8301 or 986-6971.
- ☐ For the Angus Cotton Academic Center, New River Campus, dial 6006 or 812-4115.
- ☐ For the Hampton, H. Mungin Center, Campus, contact the campus Administrator at (803) 943-4262 and Hampton Campus Security at cell: (843) 812-8262.
- ☐ Campus Security should notify Vice President for Administrative Services, or their designee, at 8249 or 8251.

Include the following information:

- ☐ Nature of the incident.
- ☐ Location of the incident.
- ☐ Description of person(s) involved.
- ☐ Description of property involved.
- ☐ If you observe a criminal act or you observe a suspicious person on campus, immediately notify the Campus Security and/or the Vice President for Administrative Services.

Should gunfire or a discharged explosive present a threat to the Campus; If outside, you should take cover behind a car, a brick wall or a structure of substance that a bullet can't penetrate and remain out of view of the hostile aggressor. If inside, follow the **Active Shooter protocol** listed above.

CAMPUS DISTURBANCE OR DEMONSTRATIONS

- ☐ Most campus demonstrations including marches, meetings, picketing, and rallies are generally peaceful and non-obstructive.
- ☐ A student demonstrating should not be disrupted unless one or more of the following conditions exists during the demonstration:

1. INTERFERENCE with the normal operations of the TCL.

2. PREVENTION of access to offices, buildings, or other TCL facilities.

3. THREAT of physical harm to persons or damage to TCL facilities.

- ☐ If any of these conditions exists, Security and/or the Vice President for Administrative Services should be notified and will be responsible for contacting and informing the

President.

- ☐ Also notify the off-site campus Administrator if applicable. Depending on the nature of the demonstration, the following appropriate procedures should be followed.

Peaceful, Non-Obstructive Demonstration

- ☐ Generally, demonstrations of this kind should not be interrupted. They should not be obstructed or provoked, and efforts should be made to conduct TCL business as normally as possible.
- ☐ If demonstrators are asked to leave, but refuse to leave by Campus Security or a member of TCL facility closing time,
- ☐ Arrangements will be made by Security to monitor the situation during non-business hours, or
- ☐ A determination will be made to treat the demonstration as a violation of TCL policy (regular closing hours) as a disruptive demonstration as described on the next page.

Non-violent, Disruptive Demonstration

In the event a demonstration blocks access to TCL facilities or interferes with the operation of the TCL.

- ☐ Demonstrators will be asked to terminate their disruptive activity by the Vice President for Student Affairs, Campus Security, or designee.
- ☐ The Vice President for Student Affairs will contact Public Relations.
- ☐ Key TCL personnel and student leaders will be asked by the Vice President for Student Affairs to go to the area and persuade the demonstrators to cease demonstration.
- ☐ If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue their disruptive activity within a determined length of time may result in disciplinary action including suspension or expulsion from TCL or possible intervention by law enforcement authorities. The President will be consulted before such disciplinary actions are taken.
- ☐ Efforts should be made to secure positive identification of the demonstrators, including photographs, if possible.
- ☐ If determination is made to seek the intervention of law enforcement authorities, the demonstrators should be so informed prior to notification to the law enforcement agency.

Violent, Disruptive Demonstrations

If a violent demonstration in which injury to persons or property occurs or appears to be eminent.

- ☐ If you are a victim of or a witness to any violent or criminal behavior on campus, AVOID RISKS.
- ☐ If there is an immediate threat, you should call 911.

- ❑ As soon as possible report the incident to the Campus Security at 8301 or 986-6971 and then Vice President for Administrative Services at 8249 or 8251.
- ❑ For the Angus Cotton Academic Center, New River Campus, dial 6006 or 812-4115.
- ❑ For the Hampton, H. Mungin Center, Campus, contact the campus Administrator at (803) 943-4262 and Hampton Campus Security at cell: (843) 812-8262

Include the following information:

- ❑ Nature of the incident.
- ❑ Location of the incident.
- ❑ Description of person(s) involved.
- ❑ Description of property involved.

The President, Vice President for Administrative Services, and Vice President for Academic /Student Affairs will determine if the need for an injunction exists. If deemed necessary, the Beaufort City Police Department, the South Carolina Law Enforcement Division (SLED) or other appropriate authorities will be notified.

BOMB THREAT OR SUSPICIOUS PACKAGE

If you **see something** that is suspicious, out of place, or does not look right,
Say something!

A **suspicious item** is any item (e.g., bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it.

Examples that could indicate a bomb include:

- ❑ unexplainable wires or electronics,
- ❑ other visible bomb-like components,
- ❑ unusual sounds, vapors, mists, or odors.

Anything that is hidden, or out of place should be deemed suspicious. In addition, potential indicators for a bomb are threats, placement, and proximity of the item to people and valuable assets. You may encounter a suspicious item, follow these procedures:

- ❑ **Do NOT touch, tamper with, or move the package, bag, or item.**
- ❑ Remain Calm
- ❑ Notify authorities immediately: TCL faculty, staff, or personnel.
- ❑ As soon as possible report the incident to the Vice President for Administrative Services at 8249 or 8251 and/or Campus Security at 8301 or 986-6971.
- ❑ For the Angus Cotton Academic Center, New River Campus, dial 6006 or 812-4115.
- ❑ For the Hampton, H. Mungin Center, Campus, contact the campus Administrator at (843) 943-4262 and Hampton Campus Security at cell: (843) 812-8262

- ❑ Call 9-1-1 or your local law enforcement if instructed.
 - ❑ Explain why it appears suspicious.
 - ❑ Follow instructions. TCL Faculty and/or law enforcement will assess the situation and provide guidance regarding shelter-in-place or evacuation.
 - ❑ If no guidance is provided and you feel you are in immediate danger, calmly evacuate the area. Distance and protective cover are the best ways to reduce injury from a bomb.
 - ❑ Be aware. There could be other threats or suspicious items.
 - ❑ Any person receiving a phone call concerning a bomb threat should solicit as much information as possible from the caller by asking:
 - ❑ When is the bomb going to explode?
 - ❑ Where is the bomb located?
 - ❑ What kind of bomb is it?
 - ❑ What does it look like?
 - ❑ Why did you place the bomb?
 - ❑ Continue talking to the caller as long as possible and record the following:
 - ❑ Time of the call.
 - ❑ Age and sex of the caller.
 - ❑ Speech pattern, accent, possible nationality, etc.
 - ❑ Emotional state of the caller.
 - ❑ Background noise.
 - ❑ After reporting a bomb threat, walk quickly to the nearest marked exit and alert others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING/OR AREA.**
- ❑ Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

PSYCHOLOGICAL CRISIS

- ❑ A psychological crisis exists when an individual is threatening harm to himself/herself or others or is out of touch with reality due to severe drug reactions or a psychotic break.
- ❑ Never attempt to handle a situation you feel is dangerous on your own.
- ❑ Notify the office of the Vice President for Administrative Services and/or Campus Security and clearly state that you need immediate assistance.
- ❑ Provide your name.
- ❑ your location and the specific area involved,
- ❑ the more detail you can provide will be helpful.
- ❑ In extreme emergencies, contact the Beaufort County emergency number 911.
- ❑ As soon as possible report the incident to the Campus Security, at 8301 or 986-6971, who will notify the Vice President for Administrative Services at 8249 or 8251
- ❑ For the Angus Cotton Academic Center, New River Campus, dial 6006 or 812-4115.

- ❓ For the Hampton, H. Mungin Center, Campus, contact the campus Administrator at (843) 943-4262 and Hampton Campus Security at cell: (843) 812-8262.

PANDEMIC/INFECTIOUS DISEASES

Outbreaks of Infectious/Communicable Diseases can occur anytime and anyplace effecting the TCL Community. Emergency actions/responses regarding infectious/communicable disease rely on prevention and identification/containment/control strategies. Protection to TCL community should consider the following prevention “rules of thumb”:

- ❓ Basic hygiene measures, like frequent hand washing or use of an alcohol-based hand gel, especially after using the restroom, in contact with people and/or in public space, should always be practiced.
- ❓ If you are sick, do not go to work or class, and minimize your contact with others. Seek appropriate medical intervention early on to protect both yourself, and others around you.
- ❓ If you exhibit signs of respiratory infection, practice cough etiquette. This means, covering your mouth/nose when coughing or sneezing, and using tissues to contain respiratory secretions (followed by tissue disposal in a waste basket and hand washing).

Identification/Containment/Control:

- ❓ TCL employees and students who are sick should stay away from work and seek diagnosis/treatment through their medical health care provider.
- ❓ Any immediately threatening health condition occurring on campus (like chest pains, acutely severe headaches, etc.), should be reported to TCL faculty, Health services and if appropriate call 911 for First Aid assessment and potential ambulatory transportation to a local hospital.
- ❓ Outbreaks of acutely infectious/communicable diseases will be assessed by the South Carolina Department of Health and Environmental Control and TCL EMT, and/or in accordance with local, state, and federal health guidelines.
- ❓ TCL actions/responses will depend on the type of disease that has been identified. Once identified the different containment/control strategies will be followed:
 - TCL will require sick/symptomatic persons to seek immediate care through their private health services.
 - TCL will also require individuals who have been in contact with sick/symptomatic persons to undergo diagnostic testing, medical monitoring, treatment at their private health services and not return to TCL until cleared by their health professional.
- ❓ For the greater TCL community, (those not in direct contact with sick/symptomatic persons) include:
 - Those individuals who are unsure or concerned about possible contamination should seek testing through local, state, and private health services, practice social distancing, and self-quarantine until they can be tested.
 - Outbreaks of less acute infectious/communicable diseases (like Pandemic Influenza) will principally be managed in accordance with local, state, and federal health guidelines.
 - TCL will provide relevant updated information on the nature of the disease, its outbreak and specific recommended preventative actions, such as additional cleaning and

disinfection of public spaces and other TCL locations as appropriate.

- ☒ This may result in the temporary suspension of all College functions, buildings, and facilities.
- ☒ While it is highly likely that building evacuations (as traditionally defined) would occur following an outbreak of infectious/communicable diseases, it is critical for all employees/students to stay informed as an emergency unfolds. TCL Leadership officials will disseminate critical information as it becomes available to safeguard the greater TCL community.

COVID-19 Guidelines:

For Workplace, Facility or Plant:

- ☒ Install sanitizing station at every entrance to the building and faculty and staff should try to ensure compliance.
- ☒ All surfaces are completely disinfected before the start of each shift and again midday.
- ☒ Restrooms are disinfected 2x/day.
- ☒ Any high touch item is cleaned immediately before touching and immediately after (shared items).
- ☒ If possible, natural air ventilation is preferable.
- ☒ Have a quarantine plan in place with designated area in event a staff, employee or worker becomes symptomatic. Place with closable door and disinfectant. Immediately disinfect any areas visited by the suspected staff, employee, or worker.
- ☒ Place everywhere with closed containers for disposal and sanitizer for hand cleaning.
- ☒ Install high-efficiency air filters.
- ☒ Increase ventilation rates in the work environment.
- ☒ Install physical barriers such as clear plastic sneeze guards.
- Add signs to remind employees and customers of “safe circle” and sanitization practices.
- ☒ Tissues should be available everywhere as well as closed containers for tissue disposal. Workers should avoid touching their face; if they do, they must immediately wash their hands and get a new mask.
- ☒ Remove need to share small instruments, tools or other devices normally shared by other co-workers, staff, or employees.

On Entry/Exit:

- ☒ There should be a quarantine plan in place with designated area in the event a staff, employees or workers becomes symptomatic at work. Identify a location with door that can be closed to isolate the individual. Promptly disinfect any areas visited by the suspected staff, employees, or workers.
- ☒ Every staff, employees, or workers must wash their hands before (if sanitization station exists) or immediately upon entering the workspace, building or classroom.
- ☒ Every staff, employees, or workers must wear a mask. If not available, the mask can be made of paper towels/rubber bands or bandanas/strips of cloth. If the mask gets wet, soiled or otherwise it is immediately replaced.
- ☒ Staff, employees, or workers must sanitize any object coming into the workplace, building or facility (Eg cell phones, pens etc.).

- No physical contact between staff, employee, or worker—maintain social distancing.
- ☒ Staff, employees, or workers should not share phones, staplers, or other equipment.
- ☒ If staff, employees, or workers touch their face they must immediately wash their hands and get a new mask.
- ☒ Sharing of small tools, instruments or equipment should not be allowed.

Workforce Policies:

- ☒ Provide or enhance sick leave policies to encourage sick workers to stay at home.
- ☒ Arrange for back-up staff, employees, or workers.
- ☒ Notices should be posted in all bathrooms on proper hand wash and mask wearing procedures.

Exclusion from School Guidelines:

- ☒ Students, staff, and employees will be excluded from school if they test positive for COVID-19 or if they exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained:
 - a. A fever of 100° F or greater
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Chills
 - e. Repeated shaking with chills
 - f. Muscle pain
 - g. Headache
 - h. Sore throat
 - i. New loss of taste or smell

UTILITY/TELECOMMUNICATIONS FAILURES

- ☒ In case of a utility and/or telecommunications failure, contact the Facility Management Director directly at 8282 or via the Vice President for Administrative Services at 8249 or 8251.
- ☒ The TCL utilizes propane and natural gas resources to heat some of the TCL buildings. If a gas leak is suspected, please immediately notify the Facility Management Director, and evacuate the area.
- ☒ If a gas rupture is evident, the building should be evacuated immediately. The Facility Management Director has emergency contact with all local utility providers who can respond quickly to meet most utility problems.
- ☒ The Facility Management Staff are immediately available to help minimize damage or danger resulting from any utility type failure.

EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

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

- ☐ Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
- ☐ After the effects of the explosion and/or fire have subsided, notify the Vice President for Administrative Services at extension 8249 or 8251.
- ☐ If your building is compromised by the explosion/fire, Follow the fire Emergency Action Plan protocol:
- ☐ Activate the nearest fire alarm (if installed in a building).
- ☐ Notify the 911, security and the Emergency Director.
- ☐ If a fire alarm is not available, notify the all personnel in the vicinity about the fire emergency and have them evacuate to a safe and secure location away from the area in accordance to the fire evacuation escape routes posted on the walls and stairs of each building.
- ☐ If properly trained, use a fire extinguisher to control and/or extinguish the fire if the fire is small, containable to immediate area and is not spreading.
- ☐ Then evacuate the effected building immediately.

DO NOT USE THE ELEVATOR IF THERE IS A FIRE. GIVE ASSISTANCE TO ANY HANDICAPPED INDIVIDUALS WHO MAY NEED HELP.

- ☐ Once outside, move to a clear area that is at least 500 feet away from the affected building/area. Keep streets and walkways clear for emergency vehicles and crews.
- ☐ If requested, assist emergency crews, as necessary.
- ☐ Do not return to an evacuated building unless told to do so by a TCL Official/Security/Emergency Services.
- ☐ As soon as possible report the incident to the Vice President for Administrative Services at 8249 or 8251 and/or Campus Security at 8301 or 986-6971.
- ☐ For the Angus Cotton Academic Center, New River Campus, dial 6006 or 812-4115.
- ☐ For the Hampton, H. Mungin Center, Campus, contact the campus Administrator at (843) 943-4262 and Hampton Campus Security at cell: (843) 812-8262

BIOCHEMICAL OR RADIATION SPILL

- ☐ A disaster involving a biochemical or radiation spill will be under the direction of local, state or National Emergency Preparedness Officials. The initial contact will be with the South Carolina Dept. of Health and Environmental Control (DEHEC) 803-898-3432.
- ☐ As soon as possible report the incident to the Vice President for Administrative Services at 8249 or 8251 and/or Campus Security at 8301 or 986-6971.
- ☐ For the Angus Cotton Academic Center, New River Campus, dial 6006 or 812-4115.
- ☐ For the Hampton, H. Mungin Center, Campus, contact the campus Administrator at (843) 943-4262 and Hampton Campus Security at cell: (843) 812-8262.

MEDICAL EMERGENCY

If someone is injured or becomes ill:

- ☐ Stay Calm.
- ☐ Dial 911 and explain the type of emergency, the location, condition, and number of victims.
- ☐ Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- ☐ Do not hang up unless told to do so by the dispatcher.
- ☐ Notify the Campus Security at 8301 or 986-6971.
- ☐ For the Angus Cotton Academic Center, New River Campus, dial 6006 or 812-4115.
- ☐ For the Hampton, H. Mungin Center, Campus, contact the campus Administrator at (843) 943-4262 and Hampton Campus Security at cell: (843) 812-8262.
- ☐ Campus Security will notify the Emergency Director (Vice President for Administrative Services) at 8249 or 8251.
- ☐ Do not move the victim unless there is danger of further injury if s/he is not moved.
- ☐ Render first-aid or CPR only if you have been trained.
- ☐ Do not leave the injured person unless your life is in imminent danger.
- ☐ Summon help if needed and notify 911.
- ☐ Comfort the victim until emergency medical services arrive.
- ☐ Have someone stand outside the building to flag down the ambulance and/or Security when they reach the vicinity.

Proper Blood and body fluid spills CLEAN UP

Exposure to potentially hazardous blood as well as body fluid spills is a very real concern for all TCL Faculty, staff, personnel, and students. This concern is enhanced when Faculty and students could be exposed to injuries from sharp knives, meat and vegetable processing instruments, welding equipment, surgical instruments, or chemical and other hazards, which could be life threatening.

All faculty, staff, and students should be familiar with basic first aid protocols, able to render first aid to the injured and if warranted, stabilize the injured until EMS arrives. The following guidelines help to deal with exposure to bloodborne pathogens and body fluid spills.

- ☐ Contain the affected area.
- ☐ Block off the area until cleanup and disinfection is complete. No visitors or unprotected staff members should be able to access the area.
- ☐ For incidents involving vomit, contain all areas within 25 feet of the spill. Faculty, staff and/or students with symptoms of vomiting or diarrhea should be restricted from the area.
- ☐ Allow only Faculty, staff, students, and/or custodial staff trained to clean and disinfect blood and/or body fluid spills in the affected area. The TCL custodial staff should be trained to handle cleanup of this type.

It is important to remember two things whenever you're asked to clean up blood and/or body fluids:

- ☐ Always assume the blood and/or body fluids are infected with a dangerous disease like HIV, Hepatitis B or C.
- ☐ Have the right cleanup equipment and use it properly.

Bloodborne Pathogen and Body Fluids Cleanup Supplies Checklist

Blood and bodily fluid spills may require some specialized equipment depending on their location within the facility, the size of the spill and the type of spill, but most can be cleaned safely using the equipment recommended in OSHA's Bloodborne Pathogen Cleanup Kit.

- ☐ Disposable gloves
- ☐ Absorbent materials (sand, or liquid spill absorbent material)
- ☐ Disinfecting towelettes
- ☐ Biohazard bag with zip tie
- ☐ Scoop
- ☐ Protective cap
- ☐ Eye protection
- ☐ Protective gown
- ☐ Mask

How to Clean Up Blood and other body fluid spills.

Blood and other body fluid spills aren't always going to cooperate. Contain the affected area and discontinue training or operations until the area is cleaned thoroughly.

A hard, non-carpeted surface is the most common setting for blood spills. These surfaces include tile, ceramic, vinyl, linoleum, metal, wood, cement, and any other non-absorbent flooring. Cleaning up blood and other bodily fluids off these surface types is easier than absorbent surfaces, but there are still important steps for you to consider.

Spills on hard surfaces often spread over larger areas so it will be necessary to contain the spill quickly. The procedures for cleaning up spills on these surfaces are:

- ☐ Block off the area until cleanup and disinfection is complete.
- ☐ Put on personal protective equipment (PPE), including:
 - ☐ Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and nonpowdered.
 - ☐ Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
 - ☐ A disposable gown or apron, and disposable shoe covers.
 - ☐ A face mask with eye protection, or goggles.
- ☐ **If Blood,** Wipe up the spill as much as possible with paper towel or other absorbent material.
 - Gently pour bleach solution – 1-part bleach to 9 parts water – onto all contaminated areas.
- ☐ Let bleach solution remain on contaminated area for 20 minutes and then wipe up remaining bleach solution.
- ☐ All non-disposable cleaning materials such as mops, brushes and rags need to be disinfected by saturating with a bleach solution and then allowed to air dry.
- ☐ **If Body fluid,**
 - ☐ Pour sand, or liquid spill absorbent material, on body fluid spill.
 - ☐ Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid from the affected surfaces.
 - ☐ Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
 - ☐ Clean the affected area.
 - ☐
 - ☐

☒ **For both Blood and Body Fluids:**

- ☒ Put on new disposable gloves. Consider double gloving.
- ☒ Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with blood and/or body fluids.
- ☒ Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- ☒ Remove gloves. Dispose of gloves in a plastic garbage bag.
- ☒ Double bag and securely tie up garbage bags and discard.
- ☒ Thoroughly wash hands with soap and water.
- ☒ Disinfect reusable tools, equipment, and supplies.
- ☒ After cleaning and disinfecting equipment, return it to the proper storage area.
- ☒ Record the incident and report it to your supervisor.

(ii) EMERGENCY CONTACTS:

Emergencies		911
TCL Security Office	Beaufort -Mather Campus	843-525-8301
	Angus Cotton Academic Center, New River Campus	843-470-6006
	Hampton, H. Mungin Center, Campus	843-812-8262
TCL Security- Emergencies	Beaufort -Mather Campus	843-986-6971
	Angus Cotton Academic Center, New River Campus	843-812-4115
	Hampton, H. Mungin Center, Campus	843-812-8262

TECHNICAL COLLEGE OF THE LOW COUNTRY CONTACTS:

Office of the President	843-525-8247
Vice President of Administrative Services	843-525-8249
Vice President of Academic & Student Affairs	843-525-8226
Vice President for Advancement & External Relations	843-525-5962
Assistant Vice President of Marketing	843-525-8231
Associate Vice President for Student Affairs	843-525-8219

Facilities Management	843-525-8282
Dean of Learning Resources	843-525-8248
Registrar's Office	843-525-8210
Chief Information Officer	843-525-8333
Inventory Control Manager	843-525-8300

TCL EMERGENCY TEAMS

EMERGENCY TEAMS

Emergency Management Team (Leadership and Policy Decision)

TCL President	843-525-8247
Emergency Director (VP Administrative Services)	843-525-8249 843-525-8251
Vice President of Academic & Student Affairs and/or Administrative Assistant for Student Affairs	843-525-8226 843-525-8244
Vice President for Advancement & External Relations	843-525-5962
Assistant Vice President of Marketing, Public Information Officer	843-525-8231
Associate Vice President for Student Affairs (PIO)	843-525-8219
Human Resource Director	843-525-8248

Incident Management Team (Operational)

Facilities Management	843-525-8282
TCL Campus Security Beaufort Campus	843-525-8301
TCL Campus Security New River Campus	843-470-6006
TCL Campus Security Hampton Campus	843-812-8262
LCR Director	843-525-8236
Registrar's Office	843-525-8210

Chief Information Officer	843-525-8333
Inventory Control Manager	843-525-8300
IT Director	843-525-8271

EXTERNAL EMERGENCY CONTACTS:

City of Beaufort Police Department Matthew Clancy – Police Chief 1901 Boundary St #2, Beaufort, SC 29902	843- 322-7900
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Beaufort County Sheriff’s Office P.J. Tanner - Sheriff 2001 Duke Street Beaufort, S.C. 29902	843-255-3200
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Bluffton Police Department Chris Chapmond – Police Chief 101 Progressive Drive Bluffton, S.C. 29910	843-706-4550
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Jasper County Sheriff’s Office Christopher Malphrus – Sheriff 12008 North Jacob Smart Blvd Ridgeland, SC 29936	843-726-7777
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Hampton Police Department Perry McAlhaney – Chief of Police 608 First St. W Hampton, SC 29924	803-943-2421
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Hampton County Sheriff’s Office Thomas “TC” Smalls – Sheriff Varnville, SC 29944	803-914-2200
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Beaufort County Emergency Management Division Lt. Col. Neil Baxley – Commander 2001 Duke St. Beaufort, SC 29902	843-255-4000
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Jasper County Emergency Services	843-726-7607
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1509 Grays Hwy
Ridgeland, SC 29936

Varnville Police Department
95 E. Palmetto Avenue
Varnville, SC 29944

803-943-2979

Varnville Fire Department
63 Palmetto Avenue
Varnville, SC 29944

803-943-5042

Hampton County Emergency Management
Susanne Peeples – Director
703 2nd St., West
Hampton, SC 29924

803-914-2150

South Carolina Law Enforcement Division
104 Simmons St., Walterboro, SC 29488
Low Country Region - Ryan Neil, Captain

843- 782-3822

Federal Bureau of Investigation
25 Clark Summit Dr.
Bluffton, SC 29910

843- 815-2180

City of Beaufort/ Town of Port Royal Fire Department
Reece Berholff – Fire Chief
135 Ribault Rd
Beaufort, SC 29902

843-525-7055

Bluffton Township Fire District
John W. Thompson, Jr. – Fire Chief
357 Fording Island Rd
Bluffton, SC 29910

843-757-2800

Hampton Fire Department
Greg Cook – Fire Chief
600 Second Street, West
Hampton, SC 29924

803-943-2899

803-914-2153

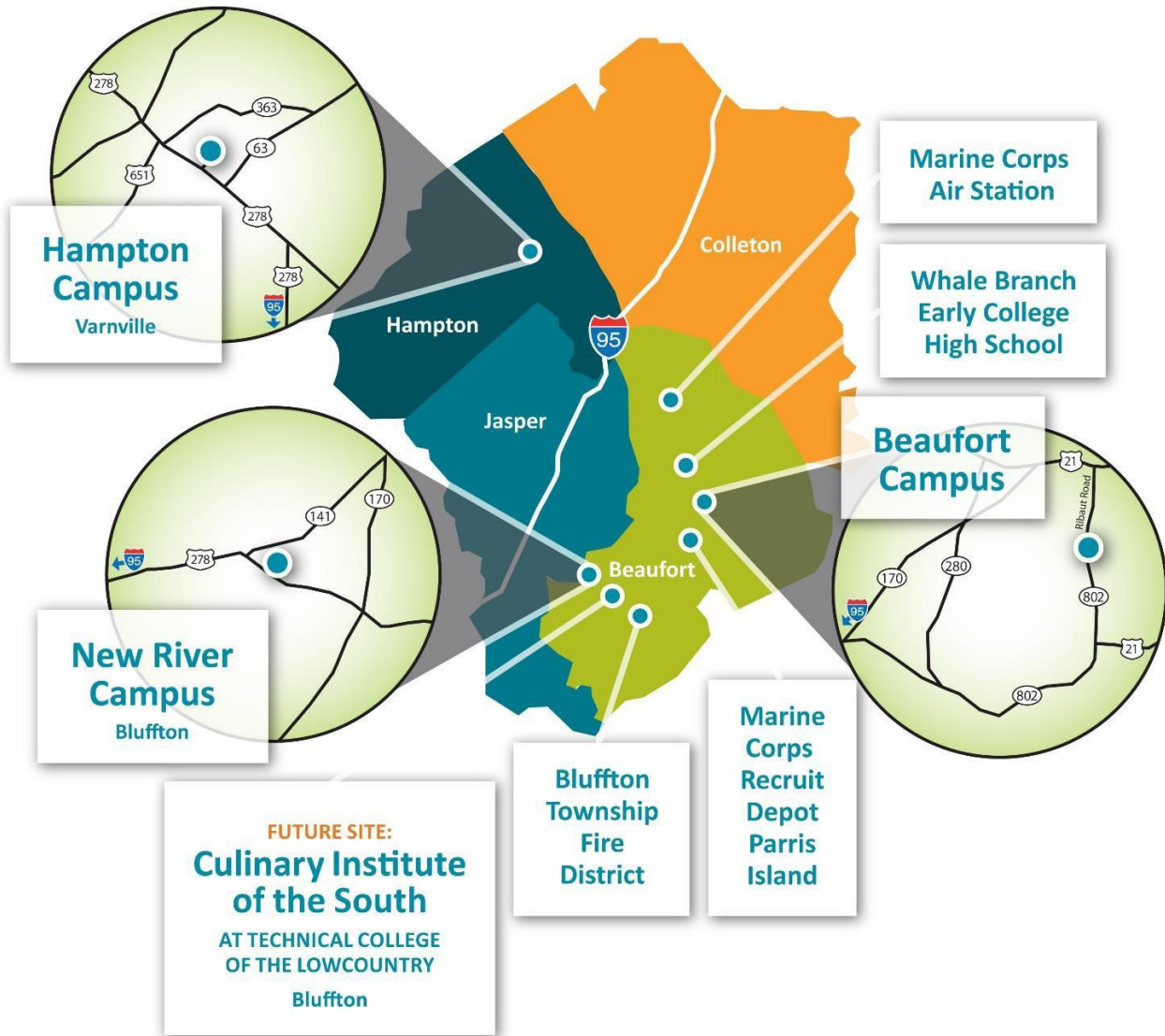
Jasper County Fire Department
Franklin Edwards – Director/Fire Chief
1 S. Railroad Ave
Ridgeland, SC 29936

843-726-7522

843-726-7607

National Weather Service 5777 South Aviation Ave Charleston, SC 29406	843-747-5860
United States Department of Energy P.O. Box A Aiken, SC 29802	803-725-6211
South Carolina Dept. of Health and Environmental Control (DEHEC) 2600 Bull St. Columbia, SC 29201	803-898-3432
South Carolina Division of Natural Resources (DNR) 217 Ft. Johnson Rd. Charleston, SC 29412	843-953-9307
Poison Control Center	1-800-222-1222
National Transportation Safety Board 24 Hour Response Operations Center (ROC) For Airplane Accident Reporting	1-844-373-9922
Beaufort Memorial Hospital 955 Ribaut Rd, Beaufort, SC	877-532-6472
Medical University of South Carolina (Level One Trauma Center) 1 South Park Circle Charleston, SC 29407	843-792-2071
Coastal Carolina Hospital 1000 Medical Center Hardeeville, SC 29907	843-784-8000
Hampton Regional Medical 595 West Cardera Ave. Varnville, SC 29944	800-575-1435

(iii) Technical College of the Lowcountry Campuses



TECHNICAL COLLEGE OF THE LOWCOUNTRY, BEAUFORT CAMPUS



BEAUFORT CAMPUS

Bldg. 1 Owen Hall

Beaufort Arts Center, Mather Museum (interp center)

Bldg. 2 Coleman Hall

Admissions, Campus Counselor, Conference Room, Disability Services, Financial Aid, Student Records, Testing Center, V.P. for Academic & Student Affairs

Bldg. 3 Anderson Hall

Business Office, Cashier, Human Resources, V.P. for Administrative Services

Bldg. 4—Health Sciences

Bldg. 6—President, President's Boardroom, Veteran Service Officer

Bldg. 9— Arts and Sciences, Tutoring Center

Bldg. 10—Biology, Chemistry, Cosmetology

Bldg. 11—Security

Bldg. 12 MacLean Hall

Auditorium, Bookstore, Foundation, Institutional Advancement, Library, Marketing, Student Center, Veterans Resource Center, V.P. for Advancement

Bldg. 14—Administrative Office Technology, Business Technologies, CAD, Computer Technology, Early Care & Education, Electronics & Avionics

Bldg. 15—HVAC,

Bldg. 16—Building Construction Technology, Public & Human Services

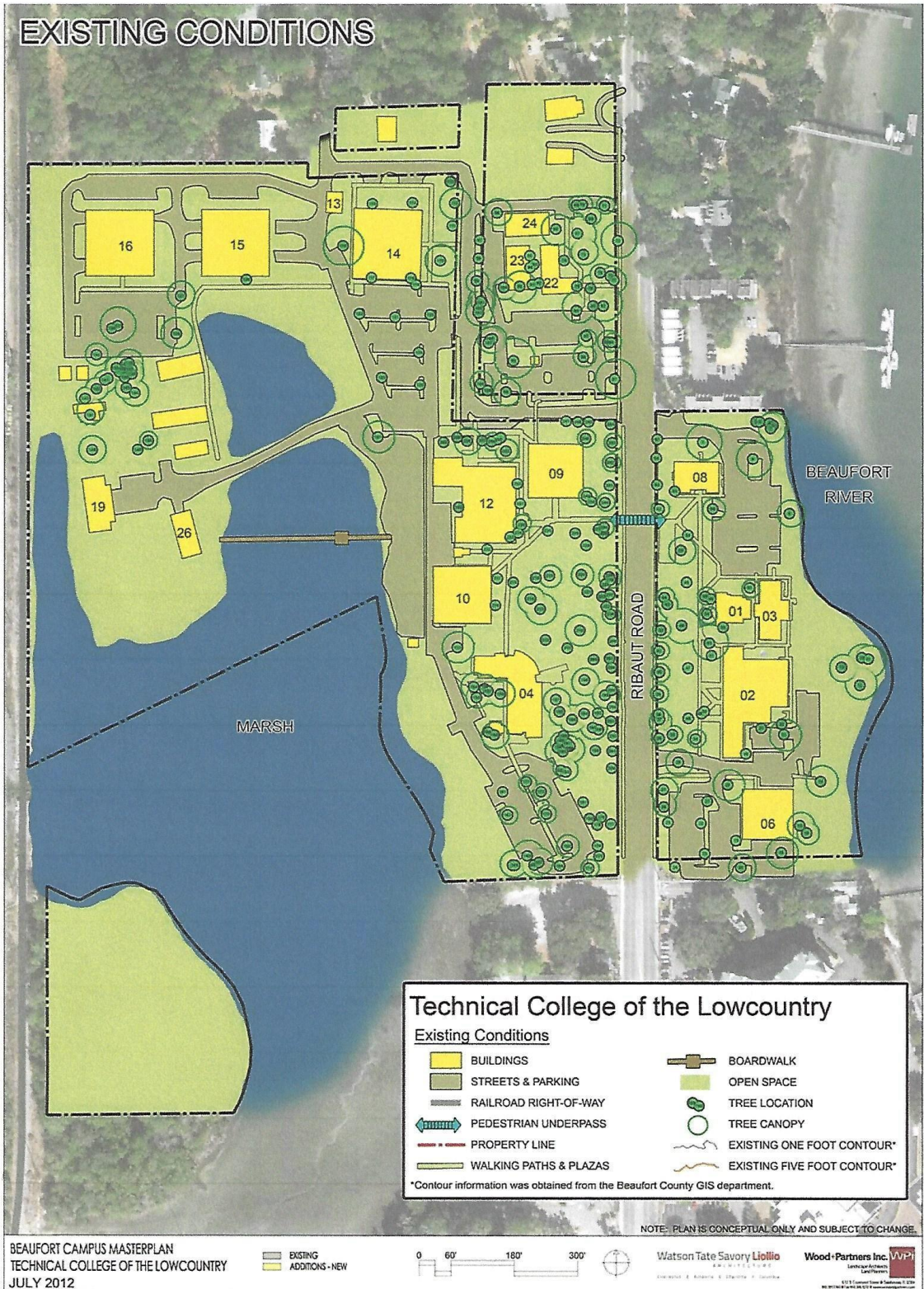
Bldg. 19, 26—Physical Plant/ Maintenance Office, Receiving

Bldg. 22—Aviation Logistics

Bldg. 23, 24—Continuing Education and Workforce Development

AERIAL PHOTOGRAPH OF TECHNICAL COLLEGE OF THE LOWCOUNTRY, BEAUFORT CAMPUS





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**TCL Hampton, H. Mungin
Center, Campus**



**TCL Hampton, H. Mungin
Center Campus
Front
Evacuation/Assembly**



**TCL Hampton, H.
Mungin Center, Campus
Adjacent to
Hampton Co Sheriff
Office**



TCL Angus Cotton Academic Center, New River Campus, Bluffton SC



Potential Evacuation assembly area, west of Angus Cotton Academic Center, New River campus