

IN AN EMERGENCY, CALL 911

EMERGENCY PROCEDURES



COLLEGE of
CHARLESTON

PUBLIC SAFETY

Emergencies: 911

Non-Emergencies: 843.953.5609

FACILITIES MANAGEMENT:

843.953.5550

emergency.cofc.edu

WHAT TO DO ...

BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory. Follow instructions from emergency personnel.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets, phones) and dress appropriately for the weather.
- Close doors as you exit.
- Move all personnel to a safe area and away from the building in danger. Do not leave the area of congregation/refuge until authorized to do so by emergency personnel.

FIRES

- Activate the nearest fire alarm pull station.
- Call 911.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Do not re-enter the building until authorized to do so by emergency personnel.

SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call 911.
- Notify your building administrator, residence hall director or RA.

SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call 911.

GAS LEAKS, FUMES, VAPORS

- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call 911.
- Clear the area immediately if instructed to do so by the emergency dispatcher.
- Provide your location, the location of the odor and as many details as possible to the dispatcher.

HAZARDOUS MATERIAL SPILLS

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area, call 911.
- Be prepared to provide the following information:
 - name of the material
 - quantity of material
 - time of the incident
 - location of the incident
 - if anyone is injured or exposed to material
 - if a fire or explosive is involved
 - your name, phone number and location
- Follow instructions provided by the emergency

responders.

- Evacuate, if necessary.

ACTIVE SHOOTERS

- If possible, exit the building immediately and call 911.
- If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call 911.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave the room or unlock the door to see "what is happening."
- Do not attempt to confront or apprehend the shooter, unless as a last resort.
- Do not assume someone else has called police or emergency personnel.

MEDICAL EMERGENCIES

- **Cardiac Arrest/Heart Attack**
 - Assess the scene for danger.
 - Check the victim.
 - Call or instruct someone to call 911.
 - Locate an Automated External Defibrillator (AED), if one is available.
 - Perform CPR.
- **Burns**
 - Remove the cause of the burn.
 - Do not apply a dressing or creams or lotions.
 - Call 911.

• Bleeding

- Apply firm but gentle pressure to the wound with a clean cloth or tissue.
- Immobilize the body part.
- Keep person lying down.
- Call 911.

FLOODING

Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:

- If you can do so safely:
 - Secure vital equipment, records and hazardous materials.
 - Shut off non-essential electrical equipment.
 - Wait for instructions from Public Safety or Facilities Management.
- Move all personnel to a safe area, away from the building in danger.
- Call 911.
- Do not return to the building until instructed to do so by Public Safety or Facilities Management.
- Call Facilities Management for assistance with flood clean-up at 843.953.5550.

BOMB THREATS

- Remain calm and get as much information as possible from the threatening caller.
- Call 911.
- Follow instructions from emergency personnel.

Stay informed. Be prepared. Visit emergency.cofc.edu