



Edward Via College of
Osteopathic Medicine

CAROLINAS



VCOM CAROLINAS CAMPUS EMERGENCY ACTION PLAN [EAP]

**EMERGENCY
DIAL 911**

2023

IN CASE OF **EMERGENCY**, DIAL **911**

- DIAL 911 to report ALL emergencies, including:
 - Fires or fire alarms;
 - Bomb threats;
 - Illnesses or injuries requiring medical assistance;
 - Hazardous materials incidents;
 - Any other incidents requiring emergency response.
- Provide all information requested, including:
 - Name;
 - Location;
 - Nature of emergency;
 - Your telephone number;
 - Any other relevant information.
- The 911 dispatcher will send the necessary emergency responders.

OTHER USEFUL TELEPHONE NUMBERS

Director of Facilities	Office	864-327-9882
	Cell	864-504-2753
VCOM Carolinas Campus Safety		864-398-9200
VCOM Carolinas Campus Information Line		864-327-9900
VCOM Carolinas Campus contact number		864-327-9800
VCOM Carolinas Campus 350 Howard Street Spartanburg, SC 29303		

SOURCES OF VCOM CAROLINAS CAMPUS EMERGENCY INFORMATION

VCOM College Catalog and Student Handbook
<https://vcom.cld.bz/VCOM-College-Catalog-and-Student-Handbook/II/#zoom=z>

City of Spartanburg Police Website:
<https://www.cityofspartanburg.org/public-safety/police-department>

RECORD OF CHANGES

Change Number	Summary of Changes	Date of Change	Initials

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INTRODUCTION

The VCOM Carolinas Campus is nestled on the midst of a revitalized historic downtown, VCOM-Carolinas is part of a consortium of seven Spartanburg colleges with an active community of events and activities. The VCOM Carolinas Campus partnered with Spartanburg Regional Healthcare Systems and also collaborates with the Gibbs Cancer Research Center.

The purpose of this plan is to prepare the occupants of VCOM Carolinas Campus to better respond to and recover from emergencies and disasters. Guidelines are included within this plan and each should be reviewed by all current employees assigned to VCOM Carolinas Campus on at least an annual basis. New employees assigned to work within VCOM Carolinas Campus should also be trained on the information in this plan.

This plan addresses requirements of the National Fire Protections Association 101 of 2018 (R.7.1-8300.2.P) as adopted by the State of South Carolina Fire Marshal's Office in accordance with the Memorandum dated January 1, 2020. Development of this plan was a collaborative effort by the Director of Facilities, the City of Spartanburg, and local public safety resources.



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RESPONSIBILITIES

THE DIRECTOR OF FACILITIES

The Director of Facilities has primary responsibility for the following actions related to the VCOM Carolinas Campus Emergency Action Plan:

- Assist with plan development;
- Review and approve the plan;
- Ensure annual review of the plan and perform updates as needed;
- Make employees & students aware of the plan and provide a copy to each (electronic, and print if desired);
- Provide or coordinate initial training of employees regarding this plan, and periodic retraining as needed to enhance plan awareness;
- Encourage employees to take advantage of other safety training opportunities offered through the Spartanburg Police Department;
- Evaluate the plan following an emergency for effectiveness;
- Incorporate plan changes as needed;

OTHER BUSINESS/ACADEMIC UNITS

Other business or academic units housed in VCOM Carolinas Campus share responsibility with the Director of Facilities for the items listed above as applicable to their program or mission.

EMPLOYEES

Everyone that works within or does regular business in or around VCOM Carolinas Campus should know how to react should an emergency occur. The following actions should be taken by employees prior to an emergency occurring:

- Be familiar with this plan (VCOM Carolinas Campus Emergency Action Plan).
- If you do not have a copy of the plan and you are not familiar with the plan's contents, request a copy of the VCOM Carolinas Campus Emergency Action Plan from your supervisor.
- Attend an orientation class regarding the emergency action plan's content. To schedule the orientation class, contact your supervisor.
- Become familiar with the building layout and locations of:
 - Fire alarm pull stations
 - Fire extinguishers

- Stairwells
 - Areas of refuge
 - Building exits
 - Automated external defibrillators (AEDs)
 - Any other emergency equipment specific to the building
 - Any known hazards inside or outside VCOM Carolinas Campus.
- Become familiar with evacuation and sheltering procedures, including:
 - Evacuation maps, routes, and assembly area locations
 - Designated severe weather shelter areas
 - Any other building emergency procedures.
- Notify your supervisor of any issues that would inhibit your ability to follow this plan should an emergency occur.

STUDENTS

All students should know how to react should an emergency occur. The following actions should be taken by students prior to an emergency occurring:

- Be familiar with this plan (VCOM Carolinas Campus Emergency Action Plan).
- Attend the Facilities Director's lecture regarding the emergency action plan's content during OMS I orientation process.
- Remain familiar with the building layout and locations of:
 - Fire alarm pull stations
 - Fire extinguishers
 - Stairwells
 - Areas of refuge
 - Building exits
 - Automated external defibrillators (AEDs)
 - Any other emergency equipment specific to the building
 - Any known hazards inside or outside VCOM Carolinas Campus.
- Become and remain familiar with evacuation and sheltering procedures, including:
 - Evacuation maps, routes, and assembly area locations
 - Designated severe weather shelter areas
 - Any other building emergency procedures.

CONTRACT EMPLOYEES

Contract employees may also have a need to work in or visit VCOM Carolinas Campus. Contract employees should follow the guidelines in this plan, as well as their own company's emergency guidelines and plans, to the best of their ability. If a conflict is found between this plan and the contracted company's guidelines or plans, management of the contracted company should bring this to the attention of the Director of Facilities by emailing mmonaghan@carolinas.vcom.edu so that the conflict can be addressed.

SPARTANBURG POLICE DEPARTMENT

The Spartanburg Police Department is responsible for the following tasks associated with this plan:

- Provide or assist with training on this plan and other campus safety issues, as requested;



BUILDING HAZARDS

VCOM Carolinas Campus is subject to many of the same hazards as buildings on the other Spartanburg campuses. Guidelines for responding to each of these hazards are available in the Hazard-Specific Emergency Guidelines section of this plan. Possible hazards include:

ACTS OF VIOLENCE

Types of acts of violence that may occur at any institution of higher education include violent crimes (such as robbery or assault), active shooters, and terrorism. While the likelihood of these incidents is low, the impact could potentially be very high.

FIRE

To the extent that fire hazards are identified within the building, prompt action should be taken by building management to eliminate or mitigate these hazards. Employees play a key role in minimizing fire hazards in their work areas by following the guidelines below.

- Portable heaters: Use of portable heaters is prohibited.
- Open flames: Open flames are prohibited in VCOM Carolinas campus buildings, outside of specifically allowed use in laboratories, and kitchens.
- Electrical equipment: All electrical equipment should be checked regularly for frayed or cracked cords and plugs. Do not run cords under carpet or rugs, or through windows or door openings. Avoid overloading power strips and outlets.
- Combustible materials: Good housekeeping is necessary to avoid accumulation of combustible materials such as paper products. Employees should maintain a clean and organized work area to reduce this hazard.
- Evacuation routes and emergency exits: Items are not permitted to be stored in hallways or under stairways, as they may block evacuation routes or create hazards for occupants during an evacuation. Keep these areas free of furniture and stored items to allow easy access.
- Smoking: Smoking is prohibited on campus.
- Automatic sprinkler systems: Maintain a minimum clearance of two feet below ceilings or 18 inches below sprinkler heads to ensure they should function properly and provide adequate coverage to the room if activated.

CHEMICAL SPILL OR RELEASE

There are laboratories or hazardous materials handling functions in VCOM Carolinas Campus that utilize hazardous materials (chemical, biological or radiological). Chemical releases that would impact the building could occur due to a train derailment or other transportation-related incident, or an act of terrorism. A release in a neighboring building could occur, but is unlikely to be large enough to cause a significant impact to this building.

INFECTIOUS DISEASE

Outbreaks of infectious disease, such as COVID-19, within the campus population, local community, state, or across the country pose a risk to the VCOM Carolinas Campus. Such outbreaks may have an effect on the ability of the campus to remain open and basic operating procedures. Considerations may also have to be made for the reopening of the facility following a closure and for restricted operations while the campus is open.

NATURAL HAZARDS

The main natural hazard that the Spartanburg, South Carolina area is subject to is severe weather, including severe thunderstorms, tornadoes, flash flooding, and winter weather. Occupants should keep abreast of weather conditions and review severe weather guidelines in advance of anticipated severe weather.

The United States Geological Service also indicates that there is a slight risk of earthquakes in the Spartanburg area, based on their 2008 earthquake hazard map.

OTHER HAZARDS SPECIFIC TO BUILDING

Hazards specific to the VCOM Carolinas Campus include exposure to chemicals, exposure to biological hazards, and potential for nearby train derailment. Students, faculty, and staff should have their training updated in accordance with VCOM policy.



BUILDING SAFETY SYSTEMS

VCOM Carolinas Campus has installed various safety systems and deployed a number of safety devices into the campus facility. Safety components present in VCOM Carolinas Campus are listed below, and (as appropriate) are also marked on the building diagrams in Appendix A.

AREA OF REFUGE

The VCOM Carolinas Campus facility has multiple floors with areas of refuge specifically designed to provide a place for people who cannot evacuate the building to await assistance from emergency responders. These areas are designed with two-hour fire rated construction and a means of communication with emergency personnel. They are marked with signage for easy identification.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Automated external defibrillators are portable devices that deliver an electric shock through the chest to the heart. They are used to treat someone who is suffering from sudden cardiac arrest. Phillips Heart Start Onsite M5075A is the predominant make and model of AED installed at the VCOM Carolinas campus. Features of the Phillips Heart Start Onsite M5075A include:

- Rescue Ready technology that performs different levels of self-checks on a daily, weekly and monthly basis;
- Technology to determine when a shock is warranted and when it is not;
- Biphasic technology to escalate energy and deliver a shock at the appropriate level for the individual;
- On demand audio coaching to guide the user through performing CPR.

No special training is required to use an AED at VCOM Carolinas campus.

[See Section VII \(MEDICAL EMERGENCIES\) for the nearest AED location which is in VCOM Carolinas Campus.](#)

FIRE AND LIFE SAFETY SYSTEMS

The following devices and systems are located within VCOM Carolinas Campus. The location of key components can be found in Appendix A.

Smoke/Heat Detection

This building is equipped with an automated early warning fire detection system that automatically notifies the City of Spartanburg 911 call center via a central monitoring system and building occupants via a fire alarm. The components of the system include the following:

1. Smoke detectors located at each stairwell, the elevator lobby on each floor, electrical rooms, and mechanical room air handling equipment.
2. In the event heat or smoke is detected, an automatic alarm is transmitted to the City of Spartanburg Emergency 911 Communications Center via a central monitoring station.

Fire Sprinklers

Each floor has fire suppression sprinkler heads that are activated by heat or flame. Activation should cause the fire alarm system to activate and transmit the alarm to the City of Spartanburg Emergency 911 Communications Center via a central monitoring system. Each sprinkler head provides water to a radius of approximately 130 square feet at a rate of approximately 50 gallons per minute.

Fire Alarm Manual Pull Stations

This building is equipped with fire alarm manual pull stations at all building exits. These are activated by pulling on the alarm handle. Once the manual pull box is activated, an alarm should sound throughout the building and a signal is automatically transmitted to the City of Spartanburg Emergency 911 Communications Center.

Fire Standpipe Valves

Fire standpipe valves are located inside each stairwell. These valves are supplied by vertical standpipe risers. In an emergency, water under extremely high pressure is provided to the standpipes by the building fire pump and/or fire department pumps. Standpipe systems should only be used by fire department personnel.

Fire Extinguishers

Fire extinguishers are located throughout the building. If the fire is small and users are properly trained, these extinguishers can be used by building occupants.

Emergency Power and Lighting Systems

Emergency power in the form of individualized battery back-up devices are installed in the campus network, lighting, and fire alarm systems in the event power is lost to the building to provide limited service time for satisfactory evacuation.

- Emergency lighting system:
 - Stairwells
 - Exit lights
 - Exit corridors

- Fire alarm, fire pump, and detection system

Communication Equipment and Systems

Communication with building occupants is critical in an emergency situation. This building uses the following systems for emergency communication:

- Audible alarm devices are programmed to sound on all floors.
- A local public address system is present throughout the building for emergency use by VCOM trained staff and the fire department to issue any special instructions for evacuation, as necessary.
- An evacuation graphic is posted on each floor of the building in the elevator lobbies and at entrances to stairwells. This graphic indicates where in the building the viewer is located and directs occupants to the nearest exit.
- There are areas of refuge on the 2nd and 3rd floors which are equipped with rescue-assist phones, and a communication system that is connected to the Fire Alarm Monitoring Emergency Communications Center.

For additional information about fire safety systems in the building, contact the Director of Facilities at 864-327-9882 VCOM Carolinas Campus.

SEVERE WEATHER SHELTER AREAS

Severe weather shelter areas are generally located on lower floors in interior portions of the building and are marked with “Severe Weather Shelter Area” signs. While these areas are not constructed to FEMA tornado shelter design standards, they have been determined to be the safest location to seek shelter in the building during a tornado warning. Locations of severe weather shelter areas for the VCOM Carolinas building is in the basement of 350 Howard St.

Locations for severe weather shelter areas for the additional VCOM-CC buildings are as listed herein:

412 Magnolia St:	1 st floor interior rest rooms
410 Magnolia St:	1 st floor interior rest rooms
360 Magnolia St:	1 st floor interior rest room
364 Magnolia St:	1 st floor interior rest room and 1 st floor stairwell closet
DuPre House:	Basement/Tall Crawl space area
220 College St:	Interior restrooms and central utility room behind waiting room



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EMERGENCY NOTIFICATION

VCOM ALERTS

VCOM utilizes the Regroup Mass Notification system to inform students, faculty and staff of emergency situations including but not limited to inclement weather and campus safety. All current students, faculty, and staff are enrolled in this system. New students and personnel are added to the system upon matriculation or hire, respectively. Campus officials have been designated as administrators for this system. Alerts are sent via text message, email, and/or voice through all channels.

TEXT, VOICE AND EMAIL MESSAGES

Emergency notifications are sent to all VCOM Carolinas campus active email addresses, Employee and student cellular phones, and college-provided cellular phones. Students and employees are required to participate in this system and their email address and cellular phone information is automatically entered into the system upon matriculation and tested for validity periodically.

OTHER COMPONENTS

Emergency Alerts may also be sent via the Public Address [PA] system that is an integral part of our Fire Alarm system. Specific, wall-mounted, fire alarm strobes are fitted with speakers through which emergency messages may be transmitted either automatically by the fire alarm system or by use of a hand-held microphone keyed into the system.

ALL CLEAR

Students, employees, and visitors should take action to protect themselves until the ALL CLEAR message is received. These messages are sent when the emergency is under control and operations can return to normal. These may be received through emergency responders, or VCOM Carolinas Campus administrators.



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EVACUATION AND SHELTERING GUIDELINES

EVACUATION GUIDELINES

NOTIFICATION

In many emergency situations, evacuation of VCOM Carolinas Campus may be necessary. The following are the general evacuation procedures for VCOM Carolinas Campus.

- Notification to evacuate the building may be made by the following:
 - Activation of the building fire alarm (for fire or smoke-related emergency only);
 - Notification via any component of the VCOM Alerts system;
 - Verbal instruction from building occupants, members of the campus community, emergency responders; OR
 - Self-evident hazardous conditions. If a fire is suspected, the fire alarm should be activated immediately as you evacuate, using a fire alarm pull station provided it is safe to do so and without exposing yourself to further danger or risk.

EVACUATING

- EXIT THE AREA IMMEDIATELY upon activation of the fire alarm or other evacuation notification. DIAL 911 as you are exiting if you can safely do so without hindering your evacuation, to ensure that proper assistance has been summoned. Do not assume the fire alarm or others will notify the fire department.
 - If there is critical equipment or experiments that need to be stabilized or shut down, this should only be done if it can be done quickly and without risking injury.
 - If it is believed that the fire alarm activation is a result of criminal activity or an attempt to have occupants brought out into a dangerous situation such as an active shooter situation, the occupants should make a decision based on the situation, location and ability to evacuate safely. This decision may include remaining in the building until it is no longer safe to do so.
- Close doors as you leave to minimize the spread of fire.
- Take keys and medications with you if possible. DO NOT DELAY evacuation.
- Move quickly and safely to the nearest safe exit or exit stairwell.
 - During stairwell evacuation, hold on to the handrail. Allow enough room for others to enter the flow of traffic in the stairwell.

- Lighted EXIT signs are located throughout the building to guide occupants to the nearest exit.
 - The locations of exits and stairwells for this building are indicated on the diagrams in Appendix A of this plan. Evacuation diagrams have been placed on the walls in key areas of the building to include walls near elevators and stairwells.
 - Elevators should never be used in an emergency evacuation.
- If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to an alternate exit or exit stairwell.
- IF FIRE OR SMOKE ARE PRESENT: Activate the closest fire alarm pull station along your evacuation route.
- Notify others around you as you leave.
- If able, assist others during evacuation.
- Do not block or wedge exit doors in an open position. The doors should remain closed to keep smoke out and keep stairwells safe for evacuation and fire personnel.

ONCE OUTSIDE

- If you haven't already done so, DIAL 911 and report the alarm activation after you are safely out of the building. Never assume someone else dialed 911.
- Move to one of the designated evacuation [Safe Zone] assembly areas. Only use evacuation assembly areas that are in a safe location, not directly impacted by the emergency.
- Once assembled, report any concerns or hazards observed to first responders.
- At the evacuation assembly area, building occupants should attempt to account for all occupants, in order to inform arriving emergency services if there is anyone who is unaccounted for. This may be accomplished by asking others if they notice that anyone is missing or know of anyone that may still be inside the building. Ask if there is anyone that is injured or needs medical attention.
- Building occupants should also inform arriving emergency personnel about all information they know about the emergency in the building. This information may include any injuries, people inside the building that did not come out, the nature of the emergency, location of any possible hazards and anything else that the emergency responders may need to know to help control the situation.
- Building occupants should not re-enter the building until given an ALL CLEAR message through emergency responders, or VCOM administrators.
- Note that designated floor wardens are utilized to ensure each level of the building is clearly evacuated, since @ any given time during student access

hours, there is no quick and reliable method of knowing how many persons may be in the building at any given time. Therefore, floor wardens are used to sweep and clear the building prior to their own evacuation.

DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)

- Safe Zone 1 – West corner of the property, adjacent to College Street
- Safe Zone 2 – North corner of the property, adjacent to the intersection of Howard Street and College Street
- Safe Zone 3 – Northeast corner of the property, adjacent to Howard Street

PERSONS WITH DISABILITIES

Individuals with disabilities should identify at least two navigable evacuation routes prior to any emergency or need to evacuate, if possible. If assistance may be needed during an evacuation, they should also consider seeking out colleagues who are willing to serve as evacuation assistants prior to any emergency occurring. All employees can help by becoming aware of others who may need assistance in an evacuation, and checking with those people during an emergency or evacuation to see if they can assist.

For more information:

Students may call 864-327-9800 and request to be connected to the Director for Student and Institutional Academic Success Carolinas Campus.

Employees may call 864-327-9800 and request to be connected to the Director for Faculty and Staff Development Carolinas Campus.

MOBILITY-IMPAIRED –WHEELCHAIR

In some buildings and during certain emergencies people may need to use stairways to reach building exits. Elevators have been shown to be unsafe in certain emergencies. It may not be safe to attempt to move a wheelchair up or down a stairwell. The following are possible options to evacuate individuals who cannot evacuate themselves:

TWO PERSON CRADLE CARRY

To use the two person cradle carry, do the following:

- Wait until other evacuees have moved down the stairwell.
- The two helpers stand on either side of the individual.

- They reach under the individual and lift them out in a cradle position.
- Helpers control the descent by walking slowly and cautiously.
- Do not separate the individual from their wheelchair if at all possible. Have a third helper transport the wheelchair with the individual.
- Never leave a wheelchair in a stairwell. This may block the exit route for others trying to evacuate or the emergency responders trying to rescue someone.

OFFICE CHAIR EVACUATION

To use the office chair evacuation method, do the following:

- Transfer the evacuee to a sturdy office chair.
- One helper gently leans the chair backwards.
- The other helper faces the chair and holds onto the front legs of the chair. Both should lift the chair simultaneously.
- The helpers control the descent by bending their legs slowly and keeping their backs straight.
- Do not separate the individual from their wheelchair if at all possible.
- Have a third helper transport the wheelchair with the individual.
- Never leave a wheelchair in a stairwell. This may block the exit route for others trying to evacuate or the emergency responders trying to rescue someone.

UNABLE TO ASSIST WITH AN EVACUATION

If you are unable to assist, then:

- DIAL 911 and report the issue.
- Assist the person to an AREA OF REFUGE. This should aid the emergency responders in a quicker and safer rescue response. The areas of refuge are clearly marked and located in the stairwells. They are also shown on the diagrams in Appendix A of this plan.
- Activate the push button communications device that is located in the AREA OF REFUGE. If the communication device rings over 4 times to the fire alarm control panel and is not answered by first responders, the call should then roll over to 911 and should be answered by a public safety dispatcher. Inform the dispatcher of the situation and where the person is located (building, floor, etc.)

- If the AREA OF REFUGE communications device is inoperable, tell the person that you are attempting to send help.
- Inform the person in the AREA OF REFUGE to DIAL 911 and stay on the phone with the dispatcher until help arrives.
- Tell the person that you are attempting to send help.
- Encourage the person to DIAL 911 and stay on the phone with the dispatcher until help arrives.
- If you are able to evacuate yourself, evacuate the building.
- Proceed to the evacuation assembly area.
- Inform emergency responders about the individual in need of evacuation and their location.
- Fire department personnel or other emergency responders who are trained in emergency rescue can then enter the building and help the person evacuate.

MOBILITY IMPAIRED (NOT IN A WHEELCHAIR)

Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with or without minor assistance. Individuals that have trouble navigating the stairs or need help doing so should be mindful of large crowds attempting to evacuate.

If these individuals are unable to evacuate the building or navigate the stairs, do the following if possible:

- DIAL 911 and report the issue.
- Assist the person to an AREA OF REFUGE. This should aid the emergency responders in a quicker and safer rescue response. The areas of refuge are clearly marked and located in the stairwells. They are also shown on the diagrams in Appendix A of this plan.
- Activate the push button communications device that is located in the AREA OF REFUGE. If the communication device rings over 4 times to the fire alarm control panel and is not answered by first responders, the call should then roll over to 911 and should be answered by a public safety dispatcher. Inform the dispatcher of the situation and where the person is located (building, floor, etc.)
- If the AREA OF REFUGE communications device is inoperable, tell the person that you are attempting to send help.
- Inform the person in the AREA OF REFUGE to DIAL 911 and stay on the phone with the dispatcher until help arrives.

- Tell the person that you are attempting to send help.
- Encourage the person to DIAL 911 and stay on the phone with the dispatcher until help arrives.
- If you are able to evacuate yourself, evacuate the building.
- Proceed to the evacuation assembly area.
- Inform emergency responders about the individual in need of evacuation and their location.
- Fire department personnel or other emergency responders who are trained in emergency rescue can then enter the building and help the person evacuate.

HEARING IMPAIRED

VCOM Carolinas Campus is equipped with a visual (strobes) and audible (horn and voice) mass notification system. Persons with hearing impairments may not hear audio emergency alarms and may need to be alerted to emergency situations by other building occupants and/or emergency response staff. Building occupants team members should attempt to notify any people in their areas that may have trouble hearing the fire alarm system without endangering their own safety. While evacuating the building, members of the campus community should attempt to notify people that are in the common areas and offices that may not be able to hear the audible alarm activation.

VISUALLY IMPAIRED

Most people with a visual impairment should be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. When assisting an individual with vision impairment, the person assisting should offer his or her elbow to the individual and guide him or her through the evacuation route. During the evacuation, the assisting person should communicate with the visually impaired person and others as necessary to ensure safe evacuation.

IF TRAPPED INSIDE YOUR OFFICE OR AREA

- DIAL 911, and tell the dispatcher your name, location, and the nature of the emergency. Also tell the dispatcher if anyone is injured or if there are any other hazards associated with the emergency. If possible, stay on the phone with the dispatcher until help arrives.

- If there is a fire:
 - Close as many doors as possible between you and the fire.
 - Wedge cloth material (moistened, if possible) along the bottom of the doors to keep out smoke.
- If windows are operable, and you need air, carefully open the window. Do not exit the building through the window unless it is safe to do so.
- Break windows as a last resort, as they cannot be closed if necessary. If you need to break a window, do so carefully to minimize injury to yourself.
- If needed, signal through the window to let the emergency responders know your location. This can be accomplished by waving a shirt or other piece of material that may aid in gaining attention from those outside. You should also attempt to make verbal contact with anyone in the outside area.

EVACUATION OF CAMPUS GROUNDS

In the event of a campus wide evacuation, follow the directions of emergency responders and public safety officials. Traffic routes may be dependent upon the nature, location and extent of the emergency.

Do not attempt to return to campus or reenter affected buildings until advised that it is safe to do so.

SHELTERING GUIDELINES

Sheltering or Shelter-In-Place refers to the need to remain where you are or go to a safe location in the building for your own safety. Members of the campus community generally cannot be forced to shelter-in-place; however, there are circumstances when college administrators and emergency personnel may order that everyone should shelter for their own safety and well-being. You should consider how and where to shelter-in-place prior to having to perform this measure.

A shelter-in-place order may be issued for several reasons:

- Severe weather;
- Hazardous materials;
- Intruder on campus;
- Hostage situation;
- Any situation where it is best for you to stay where you are to avoid an outside threat.

The reason for the shelter-in-place order may not be immediately communicated to everyone. If a shelter-in-place order is issued:

- You should be alert for instructions and updates as they become available from emergency personnel and university administrators.
- Attempt to keep everyone CALM.
- Go to the place designated in the notification (i.e. severe weather shelter area, upper floors or other location within the building).
- Stay away from windows, doors, and outside walls.

SEVERE WEATHER

Refer to the severe weather guidelines in the hazard-specific emergency response guidelines in Section VII of this plan.

INTRUDER

Refer to the active shooter (weapons or shots fired) guidelines in the hazard-specific emergency response guidelines in Section VII of this plan.

ALL CLEAR

Building occupants should remain sheltered until given an ALL CLEAR message through emergency responders, or college administrators.

- Do not leave your safe location until you are sure of the identity or source of the person giving the all clear message.
- Note: For tornado warnings, unless there is an ongoing hazard, you can leave the shelter once the warning expires.



HAZARD-SPECIFIC EMERGENCY GUIDELINES

ACTS OF VIOLENCE

ACTIVE SHOOTER (WEAPON OR SHOTS FIRED)

If a person enters or threatens to enter the building for the purpose of causing physical violence to yourself, others or property, you should do the following:

- **DIAL 911** as soon as possible. Give as much information as possible to the dispatcher. This information may be used by emergency responders to notify others if lockdown or evacuation is warranted.
- Be sure to give the best possible location to the dispatcher of where you are and where the threat is or was last observed or heard.
- If safe, stay on the phone with the 911 dispatcher as long as possible unless the dispatcher tells you to hang up and take another action. The use of telephones (cellular or other) is an effective means of two-way communication with the 911 dispatch center during an emergency situation.
- Remove yourself and others from the vicinity of the threat and any danger, if possible.
- If you cannot safely leave the danger area, barricade yourself and others in a room away from the aggressor, if possible.
- If anyone becomes injured or needs medical attention, tell the 911 dispatcher if you are still on the phone. If not, DIAL 911 again and tell the dispatcher that you have someone who has been injured and where you are located.
- Do not confront the intruder if at all possible. It is the job of the police to confront the aggressor and stop the dangerous actions.
- If you are in immediate danger of being injured or killed, you should consider doing what you feel is necessary to protect yourself. This may include yelling, screaming, throwing items or attacking the aggressor in an attempt to stop the dangerous action. You should only act against the aggressor if you are in immediate danger and have no other option. (The Director of Facilities can assist you with training on how to react if confronted by an aggressor.)
- If you are in a safe location, you should not leave your safe position until told to do so by police or emergency responders, unless you know that it is absolutely safe to do so or you feel that your location may become less safe if you remain there.

- Do not open a locked door for anyone. Even if it appears that another student or employee is trying to get inside of the room, opening the door may make it possible for the aggressor to enter and confront you.
- Once the police officers arrive to assist you, the officers should have keys to the doors and should be able to gain access without your assistance. Do not open doors for anyone unless you can see that it is a police officer and he or she tells you to do so. If for any reason you doubt that the person is a police officer, do not open the door. You may dial 911 to confirm the person's identity that is outside your door.
- The situation may be stressful, and how you respond to the stress may mean the difference between you being injured or making it through the emergency without being harmed.
- Help others around you if they begin to panic or don't know how to react.
- Remember, putting as much space between you and the aggressor may slow the aggressor down or even cause the aggressor to move on or leave the area.
- In the event of an active shooter situation, A campus-wide lockdown procedure will be initiated, disabling badges such that no one may enter and walk into a potentially dangerous situation.

BOMB THREAT

The form located on the last page of this plan in Appendix D-1 should be copied and placed next to all landline telephones. Bomb threats received via any method (phone, mail, electronic communication) should be reported immediately.

All bomb threats and suspicious packages should be treated as REAL.

If you receive a threat of any kind against the university or a person, you should do the following.

- If you received the threat by telephone, stay on the telephone with the caller.
- Attempt to get as much information as possible from the threatening caller.
- **DIAL 911 IMMEDIATELY.** If you are still on the phone with the threatening caller, have someone around you DIAL 911.
- A list of questions and items to document can be found on the form that is located on the last page of this plan.
- Police should immediately respond to your 911 call.
- The police officers should assess the threat and advise the Director of Facilities and/or those responsible for VCOM Carolinas Campus if it is necessary for the building occupants to evacuate the building.
 - Many factors should be considered when evaluating response to a bomb threat, including the nature and credibility of the threat; activities occurring in the building at the time; potential hazards inside and outside the building; and other factors. Emergency responders should make decisions about the best course of action based on the totality of the circumstances.
- If the dispatcher or other officially credentialed emergency responder (police, fire, or public safety) tells you to evacuate the building *prior to police arrival*, you should initiate an evacuation immediately. Ask if you should activate the fire alarm as a tool to accomplish this, and follow guidance provided by the dispatcher or emergency responder.
- If you have reason to believe that people are in immediate danger, you should initiate the evacuation without delay. The fire alarm should only be activated if fire or smoke are present, or if there is an immediate danger and there is no other way to quickly communicate the need to evacuate the building.
- If evacuation is necessary, exit quickly and quietly. Be observant of any out of place or suspicious items as you evacuate. If you see anything suspicious, or any items out of place or suspicious packages that may have been located near the

evacuation points or routes in order to injure those evacuating the building notify emergency responders immediately. Make sure that someone who can respond is aware of the concern. Emergency responders should check the assembly areas prior to (if possible) or soon after their arrival on the scene for secondary devices.

- If there is something suspicious in the vicinity of the evacuation assembly area then move to an alternate area that is at least 300 feet from the suspicious item and the building.
- If at all possible, remain in the evacuation assembly area or at least 300 feet away from VCOM Carolinas Campus until you are advised that it is safe to return to the building or leave the assembly area by the emergency responders in charge. If instructed to return to the building, follow the directions of the emergency responders carefully.

DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)

- Safe Zone 1 – West corner of the property, adjacent to College Street
- Safe Zone 2 – North corner of the property, adjacent to the intersection of Howard Street and College Street
- Safe Zone 3 – Northeast corner of the property, adjacent to Howard Street

SUSPICIOUS BEHAVIOR

An individual who is behaving in a suspicious manner is anyone who acts abnormally or who is in a location that is not normal.

Examples of suspicious behavior include:

- Unusual noises, screaming, sounds of fighting, glass breaking, or perceived illegal activity;
- People in and/or around buildings or areas who do not appear to be conducting legitimate business;
- Unauthorized people in restricted areas;
- People who follow immediately behind others into card-access areas or buildings while the door is open;
- People who change their behavior when they observe that they have been noticed;
- People dressed inappropriately for the weather or occasion, i.e., coat on when the temperature is warm; or
- People abandoning parcels or other items in unusual locations (i.e. in the lobby or in the elevator).

The campus community is encouraged to report suspicious behavior. If you see or hear of suspicious activities and are concerned that there is an emergency or immediately dangerous situation, DIAL 911 and provide the following information to the dispatcher:

- What is the person's last known location and direction of travel?
- What made the person's actions suspicious?
- Did the person say anything? If so, what?
- Did the person appear intoxicated or otherwise impaired?
- Were any weapons displayed or was there a threat of a weapon?

Also, be prepared to give information about the person including:

- Sex
- Age
- Height
- Weight
- Race

- Complexion
- Eye and hair color
- Facial hair
- Scars
- Tattoos

If the suspicious person is in a vehicle, please provide the following, if possible:

- Vehicle make
- Model
- Color
- License plate number.

If the incident does not appear to be an emergency or immediately dangerous situation, you may dial the police non-emergency number and/or the Director of Facilities to report the information. IF IN DOUBT, ERR ON THE SIDE OF CAUTION AND DIAL 911.

- Spartanburg City Police & County Sheriff's Department – Non-Emergency Police Dispatch Number: **864-596-2222**
- VCOM Carolinas Campus Director of Facilities: **864-327-9882**

Just as with an emergency or immediately dangerous situation, please be prepared to give as much information as possible about the person, vehicle, or situation.

SUSPICIOUS PACKAGE

A suspicious package is an item or object that has been placed in an area that is unusual and should not be where it is.

- If a bomb or suspicious package is discovered, DO NOT touch or handle the package. Leave the area quickly and carefully and DIAL 911.
- DO NOT use cell phones, radios, and other wireless devices in the building or vicinity of the suspicious item.
- Emergency responders, public safety personnel and those responsible for the building should notify occupants if there is a need to evacuate.
- Follow all instructions from emergency responders and public safety personnel.
- If evacuation is necessary, be observant of any out of place or suspicious items as you evacuate. If you see anything suspicious, notify emergency responders immediately. Make sure that someone who can respond is aware of the concern.
- Be observant for any items out of place or suspicious packages that may have been located near the evacuation points or routes in order to injure those evacuating the building. Emergency responders should check the assembly areas for secondary devices prior to (if possible) or soon after their arrival on the scene.
- All occupants should move to one of the designated evacuation assembly areas. Only use evacuation assembly areas that are in a safe location, not directly impacted by the emergency.
- If at all possible, remain 300 feet away from VCOM Carolinas Campus or the area identified in the threat until you are advised to return by the emergency responders in charge.
- Building occupants should not re-enter the building until given an ALL CLEAR message through Regroup messaging, emergency responders, or VCOM administrators. If instructed to return to the building, follow the directions of the emergency responders carefully.

FIRE EMERGENCIES

IF YOU HEAR OR SEE A FIRE ALARM

All fire alarms should be taken seriously and never assumed to be false.

- Exit the area immediately. DIAL 911 as you are exiting if you can safely do so without hindering your evacuation.
- Close doors as you leave to minimize the spread of fire.
- Take keys and medications with you if possible. DO NOT DELAY evacuation.
- Move quickly and safely to the nearest exit or stairwell, provided it is safe to do so.
- Activate the closest fire alarm pull station along your evacuation route.
- Notify others around you as you leave.
- If able, assist others during evacuation.
- DO NOT use the elevator.
- Do not block or wedge exit doors in an open position. The doors should remain closed to keep smoke out and keep stairwells safe for evacuation and fire personnel.
- If you haven't already done so, DIAL 911 and report the alarm activation after you are safely out of the building. Never assume someone else dialed 911.
- Go to one of the designated evacuation assembly areas. Only use evacuation assembly areas that are in a safe location, not directly impacted by the emergency.

IF FIRE OR SMOKE IS PRESENT

- Follow the fire alarm procedure in the previous paragraph.
- If the fire is small enough (waste basket size or smaller), you may attempt to extinguish it with a portable fire extinguisher, ONLY IF:
 - A fire alarm pull station has been activated;
 - 911 has been dialed;
 - You are properly trained; AND
 - You have a means of escape if the fire gets out of control.

- As you evacuate, use the back of your hand to check doors for heat. DO NOT open any door that feels hot.
- If smoke is present, stay low. The best quality air is near the floor.

FIRE ALARM DESCRIPTION

When the fire alarm is activated in VCOM Carolinas Campus, it should sound like:

Audible Tone: BURRNT, BURRNT, BURRNT

Followed by Audible Voice: EVACUATE, EVACUATE, EVACUATE. THERE HAS BEEN A FIRE EMERGENCY REPORTED IN THE BUILDING. PLEASE LEAVE THE BUILDING BY THE NEAREST EXIT OR EXIT STAIRWAY. DO NOT USE THE ELEVATORS.

In conjunction with the flashing of clear strobe lights from every alarm speaker.

DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)

- Safe Zone 1 – West corner of the property, adjacent to College Street
- Safe Zone 2 – North corner of the property, adjacent to the intersection of Howard Street and College Street
- Safe Zone 3 – Northeast corner of the property, adjacent to Howard Street (Side by DuPre House)

HAZARDOUS MATERIALS

CHEMICAL SPILL OR RELEASE

SMALL, NON-HAZARDOUS SPILL

Spills that do not endanger workers in the immediate area may be cleaned up by personnel who have been trained and are properly equipped to handle the situation. If you have any doubt as to the training or proper equipment required, do not attempt to clean up the spill. If the spill is a substance that does not require emergency responders (police, fire, etc.) to respond to the scene but may be hazardous, the Director of Facilities should be contacted at 864-327-9882 to assist with the cleanup coordination.

LARGE OR HAZARDOUS SPILL

If the spill is large, the chemical is hazardous or not easily identified, or if personnel in the vicinity or building are in danger, then:

- DIAL 911 immediately.
- Notify personnel in the affected and adjacent areas.
- Evacuate the area if necessary, or if told to do so by the 911 dispatcher or emergency responders.
- If evacuation is not indicated or ordered, use signs and/or barricades to isolate the area if you can do so safely.
- Move quickly to one of the designated evacuation assembly areas. Only use evacuation assembly areas that are in a safe location, not directly impacted by the emergency. Stay upwind of the spill. *Note: Use one of the designated evacuation assembly areas only if it's in an upwind location. If it is downwind, find a location upwind.*
- When responders arrive, provide detailed information on the spill or release if possible. Do not do this by going into an area that is unsafe or that you have been told to evacuate.
- Building occupants should not re-enter the building until given an ALL CLEAR message through Regroup messaging, emergency responders, or VCOM administrators.

HAZARDOUS SPILLS IN RESEARCH SPACES

- Follow the specific guidelines identified and pre-set for each research space

UNUSUAL ODORS

IF YOU BELIEVE YOU SMELL NATURAL GAS

- If you smell natural gas or otherwise suspect a natural gas leak, evacuate the building unless you believe or find that the gas leak is outside the building. If outside, stay indoors until told to leave by first responders.
- Do not operate electrical switches or motors, as they may cause a spark and act as an ignition source.
- DIAL 911 from a safe location. Tell the dispatcher where you are and what the emergency is.
- Do NOT attempt to correct the leak or problem unless you are properly trained and authorized to do so.
- Remain outside until emergency personnel tell you it is safe to enter the building.

IF YOU SMELL AN UNUSUAL ODOR

- Evacuate the immediate area.
- Do not operate electrical switches or motors, as they may cause a spark and act as an ignition source.
- From a safe location, dial the Director of Facilities at 864-327-9882 and report the odor. Be as specific as possible about the nature of the odor:
 - When was the odor first noticed?
 - Is it recognizable?
 - Is the cause known?
- Remain outside of the area until told it is safe to re-enter the building.
- If additional assistance is needed, Facilities Management should notify the proper departments.

MEDICAL EMERGENCIES

DIAL 911 IMMEDIATELY

An Automated External Defibrillator (AED) is located in on each floor of the VCOM Carolinas campus facility close to the central or Number 2 elevator. This device can be used by anyone regardless of training.



IF SOMEONE IS UNRESPONSIVE

- Start CPR if trained to do so.
- Have someone DIAL 911 immediately. If no one is available, DIAL 911 then immediately resume CPR. Request an ambulance be sent to your location:

VCOM Carolinas Campus
350 Howard Street
Spartanburg, SC 29303

- Send someone to retrieve the nearest AED. This device can be used by anyone regardless of training.
- Continue CPR until the AED arrives.
- Open the AED cover and follow the directions. The AED will walk you through either continuing CPR or delivering a shock if needed.
- Continue to use the AED and stay with the person until help arrives.

ALL OTHER MEDICAL EMERGENCIES

- **DIAL 911** and report the emergency. Request an ambulance be sent to your location. The address to provide to the 911 dispatcher is:

**VCOM Carolinas Campus
350 Howard Street
Spartanburg, SC 29303**

- If available, instruct someone to be on the lookout for EMS to help guide them to the location of the emergency.
- Do not move the person unless there is a threat to their life to leave them in that location.
- Provide as much information to the dispatcher regarding the illness/injury as possible (nature of injury, location of person, age of person, etc.).
- If trained to administer first aid, such as bleeding control and CPR, consider doing so.
- Be sure to wear personal protective equipment. Be aware of hazards associated with blood-borne pathogens.
- Try not to come into contact with body fluids.
- If exposed to suspected infectious materials, wash the exposed area thoroughly with soap and water and seek medical attention.
- Do not jeopardize your health or the health of the person receiving care.
- Wait for professional help if you do not feel able to safely provide proper care.
- If possible, remain with the person needing assistance until help arrives.
- Comfort the person and reassure them that medical assistance is on the way.
- If the medical emergency is related to an on-the-job injury or a visitor injury/accident, notify your supervisor and or the Director of Human Resource, of the incident as soon as possible after the victim has been transported by the ambulance, so that they can make proper notifications.

INFECTIOUS DISEASE

The following procedures apply to the reopening and continued operation of the VCOM Carolinas campus during a period of outbreak of seriously infectious disease.

- Signage will be placed throughout the campus buildings on ways to stay safe, including but not limited to: hand-washing, hand-sanitizer, staying home if ill, physical distancing, face masks, and banning congregation.
- All faculty, staff, and students have been sent information on the above procedures for staying safe. All faculty, staff, and students will be screened prior to returning to campus and educated on the specific infectious disease (such as COVID-19).
- To ensure physical distancing and keeping less than 50 persons in any one room (or as recommended by the CDC and all states), VCOM has remodeled event facilities for classrooms, removed excess chairs, ensured technology is in place, and altered student schedules.
- Visitors have been limited to essential visitors for business purposes only. All administrators are aware and employees are required to consult with supervisors before inviting visitors to campus.
- All faculty, staff, and students have been advised to stay at home if ill.
- A small amount of “grab and go” food services are provided through healthy vending and self-check-out kiosks; however, students have been advised to bring their own food from home if needed.
- In the classrooms, physical distancing of 6 to 7 feet will be required for students and the speaker.
- All classrooms are limited to 50 per room, including the speaker.
- Laboratory attendance also is restricted to 50 per room. The exception to physical distancing will occur during OMM laboratories when two students are assigned as partners for physical examination and osteopathic manipulation education. The two people are; however, distanced from the next group by 6 feet or more.
- Hand sanitizing stations are placed at each entrance, elevators, classroom entrances, and other common areas throughout the building.
- Students will be allowed to use the external exits from the ground floor classrooms to outdoor patios for break time where they can socially distance rather than exiting into the hallways to prevent congregating. In general, the majority of the time, only half of the first and second-year medical students will be on campus at the same time.
- Congregating in the hallways is not allowed.

- Capacity of restrooms is limited to the number of people in the stalls and two persons waiting to appropriately self-distance.
- VCOM has increased the number of cleaning staff and cleaning protocols.
- The times students are allowed to study within the building is limited to between 5 p.m. and 10 p.m. during Monday through Friday, Saturday between 10 a.m. and 8 p.m., and Sunday between 12 noon and 10 p.m. Physical distancing protocols will still apply.
- Each small group study room will be posted as to maximum occupancy and physical distancing restrictions. These restrictions will also apply in the library.
- Students will not be allowed to study in lecture hall space as those will be in process of being cleaned nightly.
- Students wishing to study on campus must sign-in documenting where he or she will be studying. There will be limited areas for study and these will be available on a first come, first serve basis.
- In general, medical students are adult learners who will be asked to study at home if at all possible.
- Prevention education has been provided to all students, faculty, and staff that follows the CDC guidelines.
- All areas for work have been evaluated for workspace physical distancing. Employees who are in offices are asked to keep their office doors closed (or nearly closed) and are required to wear a mask when exiting their office.
- Many employees are going to have days they work from home and days they work on campus, which helps to limit the number of people in the building.
- All employees considered at high-risk will be working from home.
- Conference rooms will be limited to the number that can appropriately self-distance. In general, the maximum number in the largest conference room is eight. All others will join by ZOOM.
- Cleaning:
 - Classrooms – all surfaces will be cleaned with a germicidal disinfectant that contains a minimum of 75% alcohol and/or known chemical that kills the infectious disease (such as COVID-19).
 - Classrooms will be wiped at noon and cleaned each evening.
 - All door handles, stair-rails, and other frequently touched surfaces will be cleaned each evening.
 - All faculty and staff are provided with a canister of wipes to clean their desks and in office surfaces each evening and between visitors (other faculty, staff, and students) in their office.
 - If a student, faculty, or staff member tests positive for COVID-19 and they have been coming to campus, the area they occupied will be thoroughly disinfected and be vacated for an appropriate period.

- VCOM students have independent housing and this is not owned by the College. Students, faculty and staff have been educated on prevention of COVID-19.
- Third-year and fourth-year medical students who are in clinical training will only come to campus one at a time for meetings or individual education and these will be rare and limited to those which are required to be in person.
- VCOM students, faculty, and staff are encouraged to use outdoor space for breaks, lunches or study, and these areas will be wiped with disinfectant a minimum of three (3) times daily. Faculty and staff will be responsible for wiping the patio tables with their own wipes that have been provided by the College.
- As referenced in other documents, all employees and students have been provided with three washable face masks and hand sanitizer. Each night, all persons are advised to spray or dip face masks in alcohol and let dry or to launder.

NATURAL HAZARDS

EARTHQUAKE OR UNCONTROLLED SHAKING OF THE BUILDING

The following procedures apply to earthquakes that cause perceptible shaking on the VCOM campus.

INDOORS

- If inside, stay inside!
- DROP to the floor.
- Take COVER by getting under a sturdy desk or table, if possible. Protect yourself from falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple.
- If no shelter is available, DO NOT try to run to another room to get under furniture. Seek cover against an interior wall and protect your head and neck with your arms.
- Stay away from windows and doorways.
- Do not attempt to leave the building, since heavy objects or debris may be falling in your path.
- HOLD ON until the shaking stops.
- Do not use the elevators during or following the shaking. The elevators should be inspected by Facilities Management prior to use.

OUTDOORS

- If outside, stay outside!
- Move away from structures, power poles, or other possible hazards.
- Stay in an open area until the shaking stops.

WHEN THE SHAKING STOPS

- Check for injuries to personnel in your area.

- Do not attempt to move seriously injured persons unless they are in immediate danger.
- Render assistance if required.
- DIAL 911 to report any serious injuries or other immediate emergencies.
- Check the area for safety hazards such as building damage, fires, spills of hazardous materials, and gas leaks. If the area or building appears to be unsafe, begin evacuation procedures and DIAL 911 to report any serious injuries or other immediate emergencies.
- Without delaying your evacuation, turn off any ignition, heat, and gas sources if it is safe to do so.
- Exit the building and go to one of the designated evacuation assembly areas to report on injuries, damage, and potentially hazardous conditions. Only use evacuation assembly areas that are in a safe location, not directly impacted by the emergency.
- Building occupants should not re-enter the building until given an ALL CLEAR message through Regroup messaging, emergency responders, or university administrators.

IF YOU ARE TRAPPED UNDER DEBRIS

- Do not light a match. It's possible that there may be a gas leak.
- Try not to move about and disturb dust, as it may make breathing difficult.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. If available, use a whistle. Shout only as a last resort, as shouting can cause you to inhale dangerous amounts of dust.

DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)

- Safe Zone 1 – West corner of the property, adjacent to College Street
- Safe Zone 2 – North corner of the property, adjacent to the intersection of Howard Street and College Street
- Safe Zone 3 – Northeast corner of the property, adjacent to Howard Street

SEVERE WEATHER

Upon receipt of a severe weather watch or warning, NOAA weather radios in VCOM Carolinas Campus should be activated by the National Weather Service. The type of severe weather threat should be given along with instructions on how to remain safe.

DEFINITIONS

WATCH

- Conditions are favorable for the development of severe weather in the Spartanburg area. Everyone should closely monitor the situation in case conditions worsen.

WARNING

- Severe weather has actually been observed, and there is an imminent threat to the Spartanburg area. Listen closely to instructions provided by weather radios, emergency officials, and the VCOM Alerts System.

THUNDERSTORMS

- Frequently have high winds, cloud-to-ground lightning, heavy rain, and sometimes tornadoes.

SEVERE THUNDERSTORMS

- Thunderstorms with any of the following characteristics:
 - Winds greater than 58 mph;
 - Hail one inch or greater in diameter;
 - Capable of producing tornadoes.

IN THE EVENT OF SEVERE WEATHER

LIGHTNING

- If you can hear thunder, you are close enough to the storm to be struck.
- If outside, go inside VCOM Carolinas Campus (or closest nearby building) immediately.
- Stay away from telephones, electrical appliances, and plumbing.
- Stay inside for at least 30 minutes after you hear the last sound of thunder

TORNADO WARNING

- If you are notified of a tornado warning (by weather radio, or other official means), take shelter immediately in the designated severe weather shelter area locations inside VCOM Carolinas Campus. See the maps in Appendix A for locations of shelter areas.
- Stay away from windows and doors to prevent injury from glass or other flying objects.
- Cover your head with any available heavy or bulky object to protect yourself.
- Do not go outdoors to see the storm.
- DIAL 911 to report any injuries or damage. Provide the 911 dispatcher with as much information as possible to respond to the emergency.
- Once the storm has cleared, notify the Director of Facilities at 864-327-9882 of any damages or injuries.

FLASH FLOOD

- When a flash flood warning is issued, move to higher ground quickly. You may only have seconds to act.
- Most flash flood deaths occur when people drive their vehicles into flood waters. Be especially cautious at night, when it is harder to recognize flood dangers.
- Stay out of flooded areas. Water may still be rising, is usually very swift, and can quickly sweep you off your feet.
- Remember: Water is a very powerful force and should never be underestimated.

UTILITY PROBLEMS

POWER OUTAGE

Response to a power outage may depend on the circumstances. If possible, information should be obtained from Facilities Management on the extent and likely duration of the outage. However, in many cases, the likely duration may not be available.

- Assess the extent of the outage in your area. Report the outage to the Director of Facilities at 864-327-9882.
- If people are in dark areas of the buildings and need assistance, help them move to safety.
- If you find that people are trapped inside the elevators or any part of the building, DIAL 911 for assistance. Do not attempt to force open the doors and rescue people unless they are in imminent danger and the emergency responders are not on the scene.
- If safe to do so, shut down any equipment or processes that could be hazardous if the power suddenly returns.

IF YOU BELIEVE YOU SMELL NATURAL GAS

- If you smell natural gas or otherwise suspect a natural gas leak, evacuate the building unless you believe or find that the gas leak is outside the building. If outside, stay indoors until told to leave by first responders.
- Do not operate electrical switches or motors, as they may cause a spark and act as an ignition source.
- DIAL 911 from a safe location. Tell the dispatcher where you are and what the emergency is.
- Do NOT attempt to correct the leak or problem unless you are properly trained and authorized to do so.
- Remain outside until emergency personnel tell you it is safe to enter the building.

OTHER UTILITY ISSUES

- For water, sewage, heating, ventilation or air conditioning problems, contact the Director of Facilities at 864-327-9882.



CLINICAL TRAINING SITES

CLINICAL TRAINING SITES

Students in their OMS 3 and OMS 4 years are largely off-campus in a clinical site not owned or operated by VCOM. As such, OMS 3 and OMS 4 students should familiarize themselves with the emergency policies and procedures of each clinical site in which they participate in clinical rotations.

During orientation of the OMS 3 and 4 year, students will be notified of the emergency policies and procedures of their core clinical site by the Clinical Site Coordinator and/or the DSME. In the event of any emergency or disaster, students in VCOM's core clinical sites should contact the Clinical Site Coordinator, DSME, and/or their preceptor. Students who are rotating outside of a VCOM core clinical site should contact their preceptor in the event of an emergency or disaster.

When it is safe to do so, OMS 3 students should notify the Associate Dean for Clinical Affairs and/or the Director for OMS 3 Clinical Rotations of the emergency/disaster. Similarly, OMS 4 students should notify the Associate Dean for OMS 4 and GME and/or the Director for OMS 4 Clinical Rotations.

VCOM ALERTS

VCOM utilizes the Regroup mass notification system to inform students, faculty and staff of emergency situations including but not limited to inclement weather and campus safety. All current students, including OMS 3 and OMS 4 students, are enrolled in this system. OMS 3 and OMS 4 students will continue to receive emergency notifications while on clinical rotations off campus. Campus officials have been designated as administrators for this system. Alerts are sent via text message, email, and voice through all channels.

TEXT, VOICE AND EMAIL MESSAGES

Emergency notifications are sent to all VCOM Carolinas campus active email addresses, employee and student cellular phones, and college-provided cellular phones. Students and employees are required to participate in this system and their email address and cellular phone information is automatically entered into the system upon matriculation or hire. This applies to OMS 3 and OMS 4 students as well.



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RECOVERY PROCEDURES

Once the initial emergency response to an incident has been completed, the recovery phase begins.

It is important to restore VCOM Carolinas Campus programs within an appropriate time to avoid major loss or disruption that could have long-term negative impacts.

Recovery may require timely contingency response and action. An emergency situation may result in minor to severe problems that may impact recovery. These problems could include:

- Loss of power to the VCOM Carolinas Campus for hours or days;
- Loss or disruption of key information systems or applications;
- Closure of the VCOM Carolinas Campus or loss of key working space for hours, days or longer;
- Absence of key building personnel.

In the event of a major loss or disruption, the Director of Facilities should consider forming a recovery team to aid in the recovery process. Some issues related to the recovery process may include:

EMPLOYEE AND STUDENT ASSISTANCE

Depending on the nature of the emergency, employees and students may need assistance in order to get back to their normal day to day operations. Employees and students that need assistance should be referred to the appropriate resources, either on-campus or in the community. The Director of Facilities should maintain a complete listing of updated university resources.

RELOCATION

If the building is closed due to damage or hazardous conditions, the Director of Facilities should lead an effort to relocate to an alternate site. Programs and activities should be continued or rescheduled based on their priority as set by the Director of Facilities.

DISRUPTION OF INFORMATION SYSTEMS

In the event that information systems are lost or disrupted due to physical damage, hardware failure, or software problems, the Office of Information Technology should be contacted for assistance. The college administration should lead a process of notification and updates to keep employees informed of the progress of the recovery efforts.

COST RECOVERY

In the event of an emergency or disaster, all costs related to the response and recovery should be documented and turned in to the Director of Finance. Documentation is critical in pursuing cost recovery.



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TRAINING AND DRILLS

It is important to conduct training on this plan so that building occupants will know how to respond during an emergency. The following training is recommended. All training can be coordinated through the Director of Facilities unless otherwise specified.

EMERGENCY PLAN TRAINING

All employees should receive training on this plan when it is first implemented and periodically thereafter. Initial training should be coordinated through the Director of Facilities. Periodic training, as needed, should be provided by or coordinated through the employee's supervisor.

FIRE EXTINGUISHER TRAINING

Anyone who uses a laboratory, works with flammable and/or combustible materials, or performs hot work should complete portable fire extinguisher training. All building occupants are encouraged to visit the Spartanburg County website below for fire safety training. The training includes information on fire classifications, types of extinguishers and how to safely use them.

<https://www.spartanburgcounty.org/305/basic-cert-training>

AED FAMILIARIZATION

All building occupants are encouraged to attend an AED familiarization session. These informal 30-minute sessions provide an overview of the use of the AEDs that are available on campus. The Director of Facilities provides these familiarization sessions periodically. To schedule a session, contact the Director of Facilities.

FIRE AND EVACUATION DRILLS

Periodic drills are also important and allow building occupants to practice guidelines and identify any needs for adjustments to the plan. At a minimum, drills should be conducted as follows:

Fire and evacuation drills should be conducted at least once per year. These drills should be coordinated through the Director of Facilities.

OTHER EMERGENCY DRILLS

Other drills may be conducted by the Director of Facilities for scenarios including but not limited to severe weather, active shooter, bomb threat, and hazardous material shelter-in-place.

AFTER ACTION REVIEW

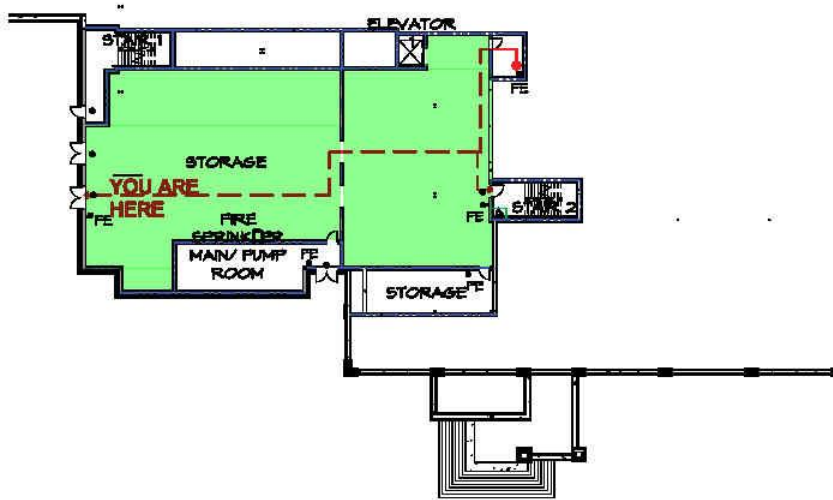
After each drill that is conducted, an after-action review should be completed to evaluate the effectiveness of the response by building occupants and emergency responders, and to identify potential areas for improvement.



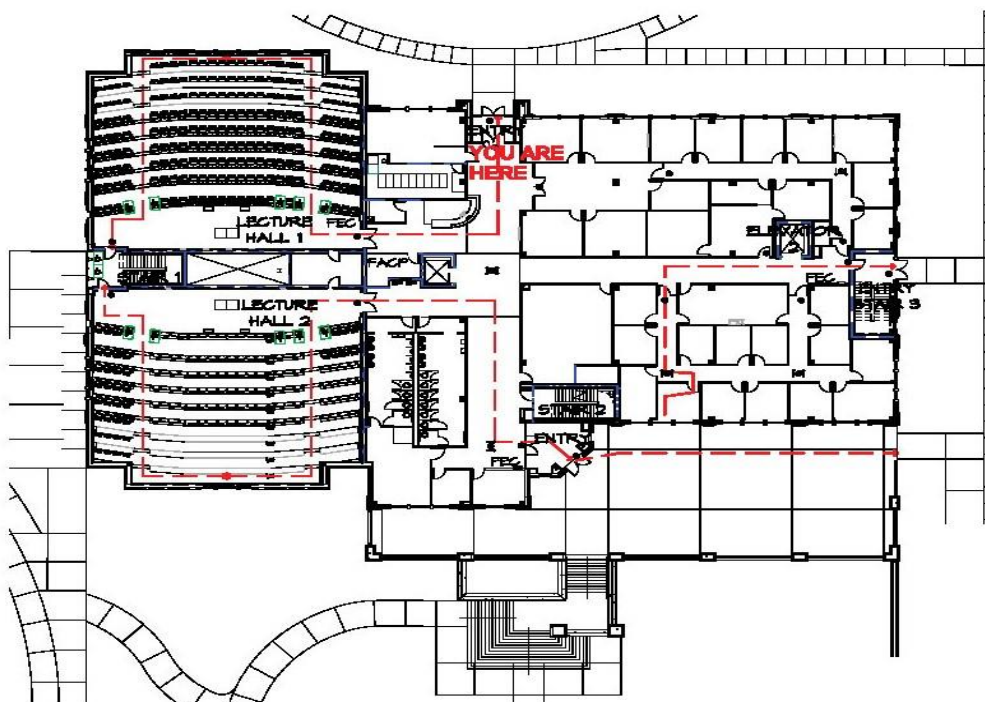
APPENDIX A: VCOM CAROLINAS CAMPUS INFORMATION, MAPS AND DIAGRAMS

FIRE EVACUATION PLANS – MAIN CAMPUS

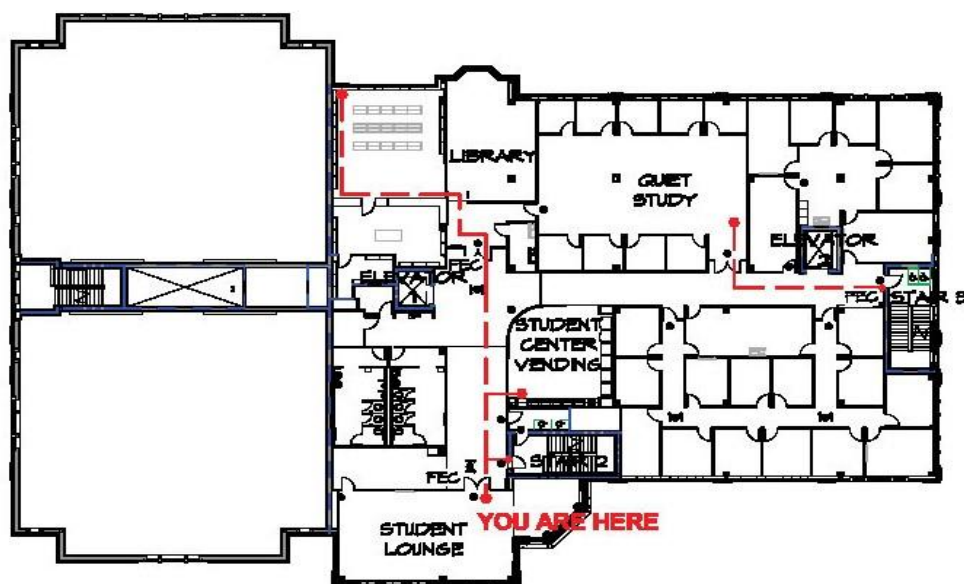
■ Severe Weather Shelter Area



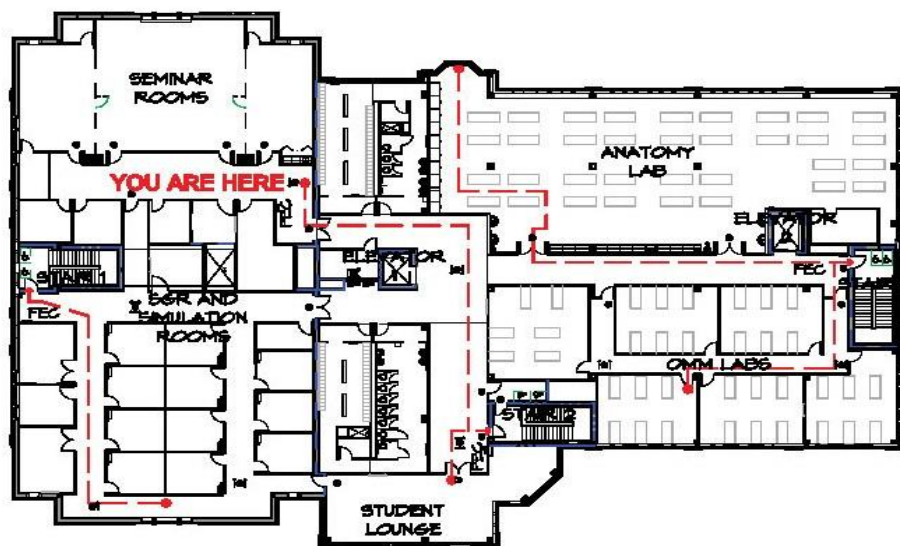
BASEMENT EVACUATION PLAN



FIRST FLOOR EVACUATION PLAN

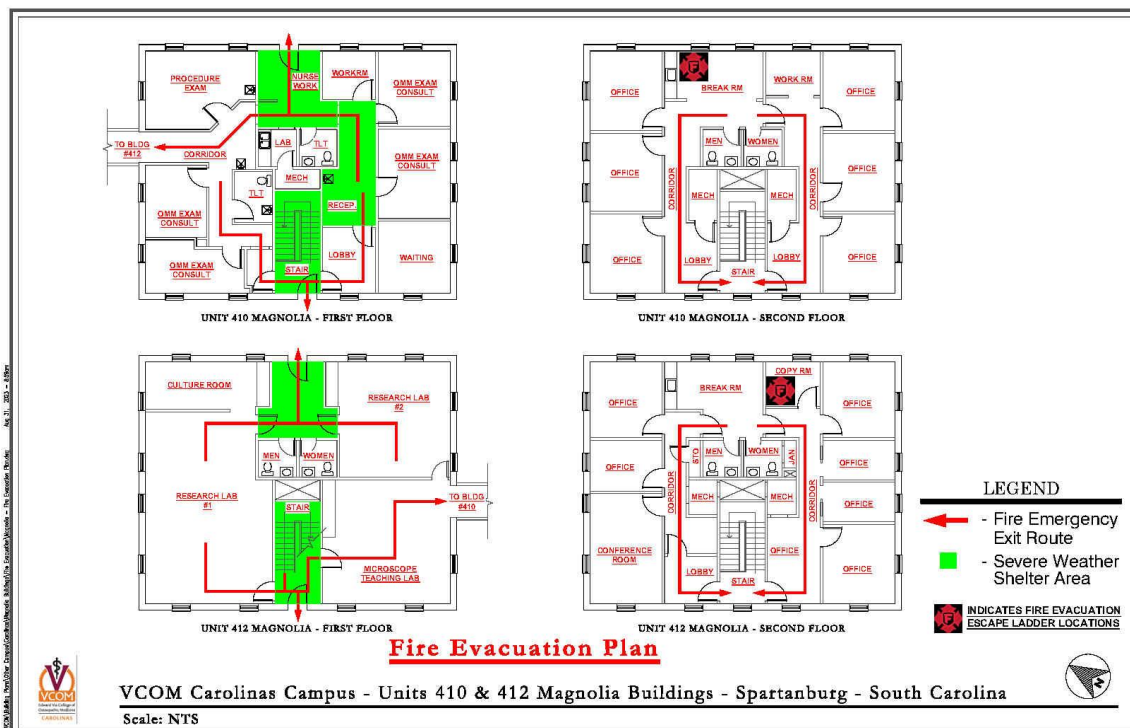
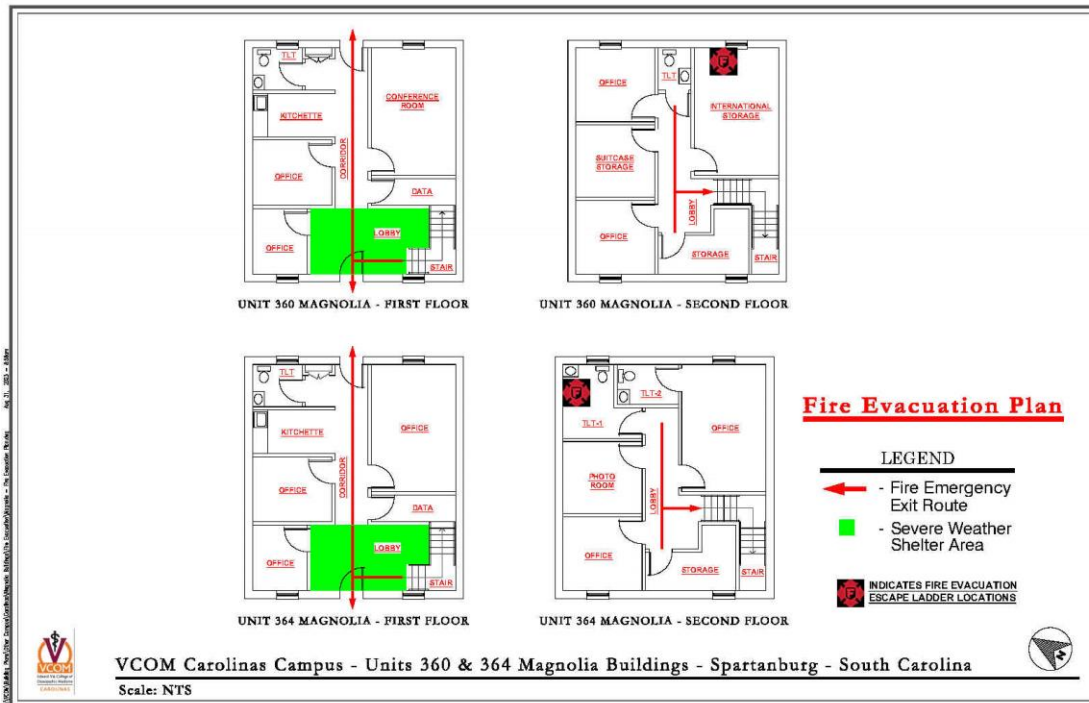


SECOND FLOOR EVACUATION PLAN



THIRD FLOOR EVACUATION PLAN

FIRE EVACUATION PLAN – MAGNOLIA BUILDINGS



LEGEND

- Fire Emergency Exit Route
- Severe Weather Shelter Area

Fire Evacuation Plan

FIRST FLOOR PLAN

SECOND FLOOR PLAN

VCOM Carolinas Campus - Dupre House - Spartanburg - South Carolina

Scale: NTS

DESIGNATED EVACUATION ASSEMBLY AREAS

- Safe Zone 1 – West corner of the property, adjacent to College Street
- Safe Zone 2 – North corner of the property, adjacent to the intersection of Howard Street and College Street
- Safe Zone 3 – Northeast corner of the property, adjacent to Howard Street

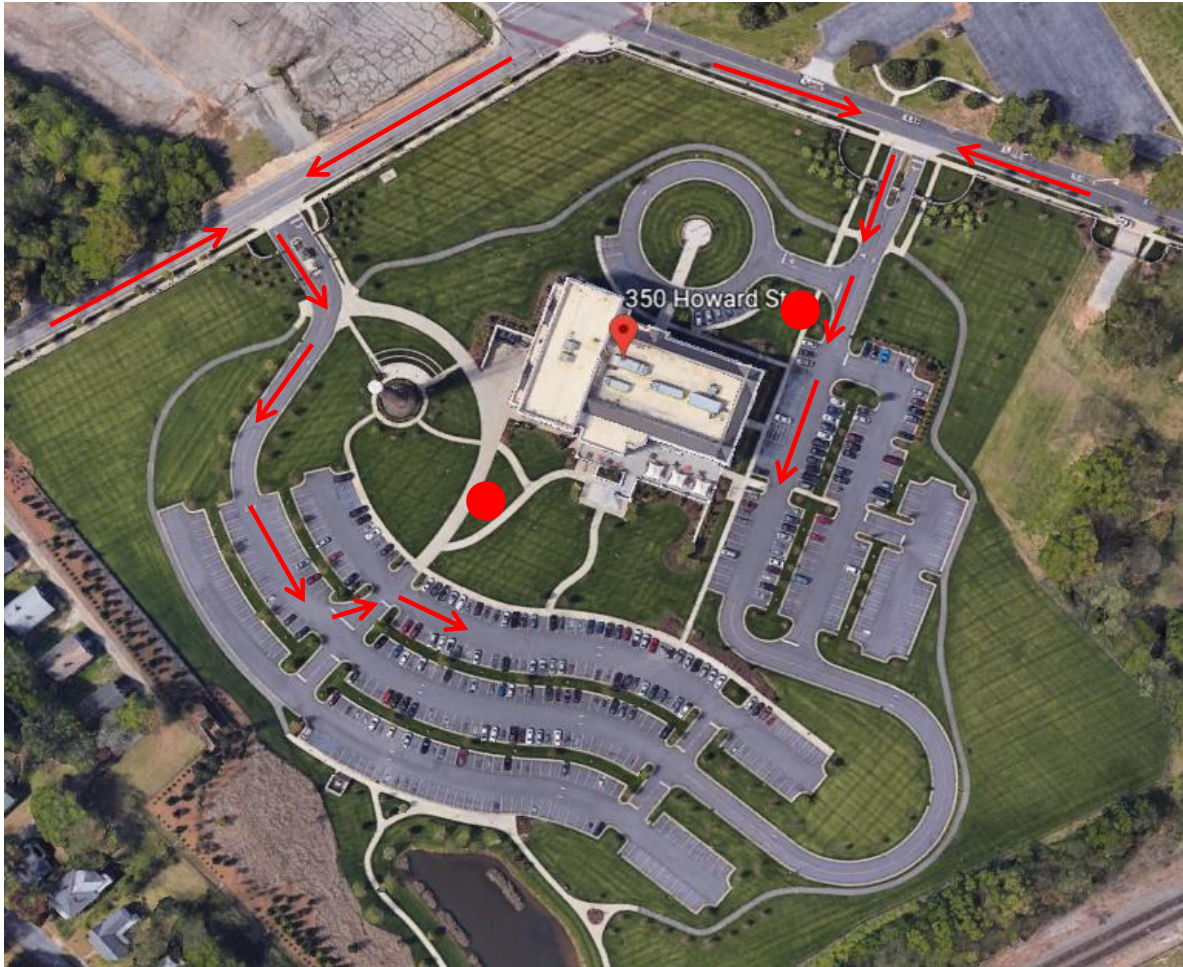


If you have questions about this map or need this map in a different format please contact the Director of Facilities at 864-327-9882.

FIRE HYDRANTS AND FIRE DEPARTMENT ACCESS ROUTES

→ = Fire Department Access Routes

● = Fire Hydrants



EMERGENCY SYSTEMS INFORMATION

BUILDING ADDRESS:	VCOM Carolinas Campus 350 Howard Street Spartanburg, SC 29303
NUMBER OF FLOORS:	3 plus half basement
FIRE ALARM:	Yes
AUTOMATIC FIRE SPRINKLER:	Yes
FIRE ALARM PULL STATIONS:	Yes
AUDIBLE ALARM DEVICES:	Yes
SMOKE DETECTORS:	Yes
FIRE EXTINGUISHERS:	Yes
EMERGENCY EXITS:	Yes
EMERGENCY POWER:	Yes
EMERGENCY LIGHTING:	Yes
GENERATOR:	Yes
UTILITY SERVICE SHUTDOWN:	Mechanical Room
ELEVATOR INFORMATION:	On file with the Director of Facilities
SEVERE WEATHER SHELTERS:	Basement and two central Areas of Refuge on 2 nd and 3 rd floors.
FLOOR PLANS:	On file with the Director of Facilities and displayed prominently on each floor



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APPENDIX B: EMERGENCY NOTIFICATION MESSAGES

INDOOR PUBLIC ADDRESS SYSTEM MESSAGES

Weather Emergencies

Message 1: Tornado Warning

EMERGENCY (STEADY) TONE (10 sec). "Attention. Attention. This is a VCOM ALERT emergency notification message. A tornado warning has been issued for this area. Seek shelter immediately on lower floors away from doors and windows." (Repeat)

Message 2: Severe Weather Warning

EMERGENCY (STEADY) TONE (10 sec). "Attention. Attention. This is a VCOM ALERT emergency notification message. Severe weather warning. Seek shelter immediately away from doors and windows. Severe weather warning." (Repeat)

Message 3: Flash Flood Warning

EMERGENCY (STEADY) TONE (10 sec). "Attention. Attention. This is a VCOM ALERT emergency notification message. A flash flood warning has been issued for this area. Use caution. Walkways, roadways and parking lots may be flooded." (Repeat)

Dangerous Situations

Message 4: Shots Fired

EMERGENCY (STEADY) TONE (10 sec). "Attention. Attention. This is a VCOM ALERT emergency notification message. There has been a report of shots fired on campus. Avoid, Deny, Defend. (Repeat)

All Clear and Testing

Message 5: All Clear

CHIME (10 sec). "All clear. This is a VCOM ALERT emergency notification message. The previous emergency condition has been resolved. You may resume your regularly scheduled activities." (Repeat)

Message 6: Testing

CHIME (10 sec). "Test. Test. This is a test of the VCOM ALERT emergency notification system. This is only a test. Please pardon the interruption."
(Repeat)



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APPENDIX C: ADDITIONAL RESOURCES

ADDITIONAL RESOURCES

*An * indicates the resource is available 24 hours a day, 7 days a week.*

Spartanburg Police Records	(864) 596-2035
South Carolina Dept. of Health and Environmental Control	(803) 898-3432
Student Counseling Service	(864) 327-9875
Student Success Center	(864) 327-9996
SRHS Behavioral Health Services	(864) 560-7517
National Suicide Prevention Hotline	(800) 273-8255 *
SRHS Sports Medicine Institute	(864) 560-2663
Family Court Clerk	(864) 596-2588
Gibbs Cancer Center * Research Institute	(864) 530-6400 *
Spartanburg Regional Healthcare	(864) 560-6000 *
Medical Group of the Carolinas	(864) 587-3000 *



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APPENDIX D: BOMB THREAT CHECKLIST

BOMB THREAT CHECKLIST

Ask the caller the following questions and write down the answers.

Where is the bomb? _____

When is the bomb going to explode? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

Are you an employee or student? _____

Where are you calling from? _____

What is your address? _____

Were there any background noises? _____

CALLER'S VOICE (circle) Male Female

Describe the callers Voice: **Calm** Disguised **Nasal** Angry **Broken** Stutter **Slow** Sincere **Lisp** Rapid **Giggling** Deep **Crying** Squeaky **Excited** Stressed **Accent** Loud **Slurred** Normal

Was there anything else that you noticed that stands out?

Exact time of call: _____

Exact words of caller: _____

If voice is familiar, whom did it sound like?

Person receiving call: _____

