

COLLEGE of CHARLESTON

EMERGENCY PROCEDURES

..... QUICK REFERENCE

PHONE NUMBERS

PUBLIC SAFETY

Emergencies: 843.953.5611

Non-Emergencies: 843.953.5609

PHYSICAL PLANT: 843.953.5550

WEATHER LINE: 843.725.RAIN (843.725.7246)

WEBSITE: www.cofc.edu/emergency

WHAT TO DO...

FIRES

- Activate the nearest fire alarm pull station.
- Call Public Safety at 843.953.5611.
- 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.

BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
- Close doors as you exit.
- Move all personnel to a safe area, away from the building in danger.

SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call Public Safety at 843.953.5611.
- Notify your building administrator, residence hall director or RA.

BOMB THREATS

- Remain calm.
- Get as much information as possible from the threatening caller.
- Call Public Safety at 843.953.5611.
- Follow instructions from emergency personnel.

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 Public Safety at 843.953.5611.

ACTIVE SHOOTERS

- If possible, exit the building immediately and call Public Safety at 843.953.5611.
- 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 Public Safety at 843.953.5611.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave 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.

WEATHER EMERGENCIES

- Call the Emergency Weather Hotline at 843.725.7246 (843.725.RAIN).
- For procedures, refer to the College's Hurricane Plan online at www.cofc.edu/emergency.
- Throughout the event, continue to check the Emergency Website at www.cofc.edu/emergency.
- For updates, monitor local television and radio stations for announcements.

IN AN EMERGENCY, CALL PUBLIC SAFETY AT 843.953.5611

