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
QUICK REFERENCE

WHAT TO DO...

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 Physical Plant.
- Move all personnel to a safe area, away from the building in danger.
- Do not return to the building until instructed to do so by Public Safety or Physical Plant.
- Call Physical Plant for assistance with flood clean-up at 843.953.5550.

GAS LEAKS, FUMES, VAPORS
If you detect natural gas, fumes or vapors:
- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call Public Safety at 843.953.5611.
- Clear the area immediately if instructed to do so by the emergency dispatcher.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

HAZARDOUS MATERIALS SPILLS
Hazardous material spill, incident or release for which assistance is needed:
- 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 Public Safety at 843.953.5611.
- 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.

MEDICAL EMERGENCIES
- Cardiac Arrest/Heart Attack
  — Assess the scene for danger.
  — Check the victim.
  — Call or instruct someone to call Public Safety/EMS at 843.953.5611.
  — Locate an Automated External Defibrillator (AED), if one is available.
  — Perform CPR.
- Burns
  — Remove the cause of the burn.
  — Flush the area with water.
  — Do not apply a dressing or creams or lotions.
  — Call Public Safety/EMS at 843.953.5611.
- Bleeding
  — Apply firm but gentle pressure to the wound with a clean cloth or tissue.
  — Immobilize the body part.
  — Keep person lying down.
  — Call Public Safety/EMS at 843.953.5611.

MEDIA INQUIRIES
Do not attempt to answer media questions about campus emergencies, either in person or by phone. If you are contacted by a news reporter, refer them to the nearest Public Safety officer for information or ask them to call the Office of Media Relations at 843.953.5667.

COLLEGE OF CHARLESTON
EMERGENCY PROCEDURES

IN AN EMERGENCY, CALL PUBLIC SAFETY AT 843.953.5611