

# 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](http://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](http://www.cofc.edu/emergency).
- Throughout the event, continue to check the Emergency Website at [www.cofc.edu/emergency](http://www.cofc.edu/emergency).
- For updates, monitor local television and radio stations for announcements.

**IN AN EMERGENCY, CALL PUBLIC SAFETY AT 843.953.5611**

