

PACER ALERT



Emergency and Safety Procedures

Emergency Phone Numbers - 1

For emergencies on campus dial **6111** from campus land lines
803-648-4011 from cell phone or off campus land line
Phone **911** (will reach county dispatch, be sure to notify operator you are on USC-Aiken)

USCA Campus Resources

University Police: 803-641-3319 administrative calls

Environmental Health & Safety: 803-641-3538

Student Health Center: 803-641-2840

Counseling Center: 803-641-3609

Student Life & Services: 803-641- 3588

Human Resources: 803-641-3455

Operations (Facilities): 803-641-3452

Emergency Action Plan, Alertus and Emergency website for continuous up-to-date information

<https://www.usca.edu/campus-safety>

Introduction – 2

The University of South Carolina Aiken is committed to the safety and well-being of the University community. Students, faculty, and staff can help the University safeguard the campus by taking preventive measures to ensure safety and by referencing this guide. In the event of an emergency, you will be notified by the Emergency Alert System: Alertus flashing on your desktop computer, emergency siren (tone) & PA, text message, or evacuation alarm.

The following guidelines are not intended to be a comprehensive list of instructions, rather a reminder of the basic steps that should be taken to minimize the risks associated with a given hazard. Since emergencies can vary greatly, the instructions provided by University and emergency personnel at the time of the incident may change or even conflict with those listed on in this document. To view the complete Emergency Action Plan document and to keep informed regarding any emergency go to <https://www.usca.edu/campus-safety>

Always follow the instructions of University and emergency personnel.

Safety Tips - 3

- If you smell or see smoke or fire, pull the nearest fire alarm.
- Trust your instincts. If a place or situation doesn't feel right, it probably isn't. Leave.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark. Early evening to late evening, travel only in groups of three or more in well-lit and heavily traveled areas.
- When traveling in your vehicle, keep windows up and doors locked.
- If approached, don't resist a robber - especially if he/she has a weapon.
- Never venture into or through dark or undesirable neighborhoods.

- Familiarize yourself with blue light call box locations throughout campus
- Don't carry large sums of cash.
- If attacked or approached by someone suspicious, contact the police immediately by calling 803- 648-4011 (cell), 6111 campus phone, or use the nearest blue light call box.
 - Give a good description of the person and their direction of travel.

Workplace Violence – 4

GENERAL TIPS

- Remain calm and notify supervisor immediately
- Call USCA Police at blue light, campus phone 6111 (emergency) or 803-648-4011
 - Your location
 - Person's behavior
 - Person's physical description
 - Person's location and direction of travel
 - What you saw
 - Where and when it happened
 - Stay on the phone until released by the dispatcher

SIGNS OF WORKPLACE VIOLENCE

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a person is prone to workplace violence, but if in doubt, call USCA Police:

- Threats, threatening behavior, displays of aggression, or excessive anger
- A history of threats or violent acts
- Unusual fascination with weapons
- Verbal abuse of coworkers and/or customers, or harassment via phone/e-mail
- Bizarre comments or behavior, especially if it includes violent content
- Holding grudges, inability to handle criticism, habitually making excuses, and/or blaming others
- Chronic, hypersensitive complaints about persecution or injustice
- Making jokes or offensive comments about violent acts
- Significant changes in mood or behavior

Severe Weather/Thunderstorms/Tornado/Extreme Heat - 5

GENERAL TIPS

- Monitor local news media and the University's website for closings/delays
- Cancel/relocate outdoor activities
- DO NOT handle any electrical equipment
- Avoid natural lightning rods like tall trees, and metal objects

Severe Thunderstorm

- Find a safe shelter indoors, avoid outdoor events and gatherings
- Do not use metal framed umbrellas
- Use a corded telephone ONLY for emergencies; cordless or cell phones are safe to use
- Keep all exterior doors closed and stay away from windows

Tornado Warning

- Immediately move to an interior hallway on a lower level in the middle of the building you are in
- Stay away from all windows and glass doors
- DO NOT use the elevators
- Close and lock all windows and exterior doors
- Close all window shades, blinds, or curtains
- DO NOT leave your location until advised or storm warning ends

Extreme Heat

- If possible, avoid strenuous outdoor activities
- Stay indoors and limit exposure to the sun
- If outside, apply sunscreen uniformly to cover all exposed areas for 15 minutes before exposure
- Drink plenty of water
- Stay on a building's lowest floor, out of the sun if air conditioning is not available
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much of your body as possible
- Protect face and head by wearing a hat
- NEVER leave children or pets alone in closed vehicles or extremely hot environments

Power Outage – 6

- Remain calm, and stay where you are
- Evacuate ONLY if instructed to do so by emergency personnel or supervisor
- Call USCA Police 6111 or 803-648-4011
 - Give location
 - What areas are affected by the power outage
 - Any injuries or building/equipment damage
- Turn off all electrical devices such as computers
- Laboratory personnel should secure all experiments and unplug electrical equipment before leaving
- All chemicals should be returned to their proper storage place
- Provide appropriate ventilation by opening all windows and doors
- DO NOT open cold-rooms, refrigerators, or other temperature-sensitive areas

DO NOT USE ELEVATORS

If caught inside an elevator during a power outage:

- Remain calm
- DO NOT attempt to open the elevator doors
- Press emergency button
- Give location, floor number, and any injuries

Suspicious Package – 7

IF YOU ENCOUNTER A SUSPICIOUS PACKAGE

- Stay away from the package, maintain a distance of 300 ft if possible
- DO NOT allow anyone to handle or go near the package
- If a suspicious package is discovered while handling, avoid abrupt movement; gently set the package down
- DO NOT use any cell phones, radios, or other wireless devices around the package
- Call USCA Police 6111 or 803-648-4011
 - State location of package and provide description
 - Stay on phone until released
 - If you touched the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes

SIGNS OF A SUSPICIOUS PACKAGE

- Package or envelope with suspicious powdery substance
- Unexpected package sent by someone unfamiliar to you
- Excessive postage
- Poorly written or typed address
- Incorrect title(s) with no names
- Misspelling of common words or names
- Addressed to someone no longer at the address
- Outdated postmarks
- No return address or one that can't be identified as legitimate
- Return address not consistent with postmark
- Unusual weight, given package size; lopsided; or oddly shaped

- Unusual amount of tape, string, or other wrapping material
- Marked with restrictive labels like “fragile,” “personal,” “confidential,” or “rush-do-not-delay”
- Strange odor, stains, or noises (i.e. rattling, clicking, ticking, etc.)
- Appears to contain electrical wire or aluminum foil
- Mailed from foreign country unfamiliar to recipient

Suspicious Activity – 8

GENERAL TIPS

- Remain calm
- Call USCA Police 6111 or 803-648-4011, provide the following information:
 - Location
 - Person’s behavior and physical description
 - What you saw
 - Where and when it happened
 - Person’s location and direction of travel
- DO NOT let anyone into a locked room or building without proper authority
- DO NOT engage in a physical confrontation with the person
- DO NOT block the person's exit

SIGNS OF SUSPICIOUS ACTIVITY

- Anything seriously out of the ordinary
- A person(s) running or leaving quickly - as if he or she were being watched or chased
- A person(s) hauling property - lab equipment, laptops, books, bikes - at an unusual time or location
- A person(s) going door to door in a residence hall or office
- A person(s) pulling on multiple doorknobs or trying to open residence hall/office rooms
- A person(s) pulling on car door handles or looking into multiple vehicles
- A person(s) forcibly entering a locked vehicle or door
- Car or person(s) repeatedly circling an area
- A person(s) being forced into a vehicle
- Strange noises - arguing, yelling, screaming, gunshots, etc.
- A person(s) exhibiting unusual mental or physical symptoms - person may be injured or under the influence of drugs
- A person(s) who photographs, videotapes, sketches, or asks detailed questions about power plants, buildings, bridges, hospitals, utility infrastructure, etc...
- A person(s) who doesn't belong, gaining, or trying to gain access to a restricted area

Active Shooter – 9

GENERAL TIPS

Call USCA Police .6111, 803-648-4011, Alertus Contact, blue light phone or 911 as soon as safe to do so; follow Run-Hide-Fight protocol as necessary (in any order):

Run - Run from danger when safe to do so using non-traditional exits (windows) if necessary; when out keep hands where Police can see them.

Hide - If running is not a safe option, lock & barricade entry points to your location. Prepare to run or fight if needed.

Fight – As a last resort, distract shooter’s ability to shoot accurately move toward exits while making noise, throwing objects, or swarming the shooter.

Notify Police of:

- Location of the incident
- Type of incident
- Subject's physical description
- Subject's location and/or direction of travel
- Weapon information
- Stay on the phone until released by on-duty officer

- If you cannot speak, dial 911 and leave the line open to allow the dispatcher to hear what is going on at your location
- If you can evacuate, do so
- Trust your instincts

If you are unable to evacuate, take shelter in the nearest room, office, closet (preferably somewhere with a lockable inward opening door)

- Lock and barricade the door with anything you have available (desks, file cabinets, other furniture)
- Cover any windows that may be in or near the door
- Look for alternate escape routes (windows, additional doors, etc.)
- If jumping from a window is a safe or viable option
 - Break the window if necessary
 - Make an improvised rope from clothing, belts, etc. if necessary
 - Hang by your hands to minimize the distance you will fall
- Stay low to the ground and remain as quiet as possible remembering to silence your cell phone
- Do not answer the door for anyone
- Fighting the shooter is a serious decision, maintain a survival mindset
- Position yourself in a location that will allow for the element of surprise if the shooter enters
- Identify objects to use as improvised weapons and prepare to attack the shooter should he enter
 - Throw items at the shooter's face to cause a distraction and disrupt his aim
 - Attack in a group creating multiple points of opposition
 - Swarm the shooter and control their extremities and head to control them; pin the shooter to the ground
 - Continue the fight until you are certain there is no longer a threat
- Once the shooter is incapacitated call 911 and advise the police
 - Move weapons away from the shooter and use a trash can or other container to control it (do not pick up the weapon)
 - Raise your hands and drop to your knees obeying any commands from responding law enforcement
 - Provide first aid to injured victims

Medical Emergency - 10

GENERAL TIPS

- Call USCA Police 6111 or 803-648-4011; tell them:
 - Type of injury or illness of victim
 - Victim's status (conscious, breathing, or bleeding)
 - Age of victim
 - Stay on phone until released
- Check the scene for any danger or hazards like exposed electrical wires, broken glass, or chemicals before providing aid
- If properly trained, administer basic life support (CPR/AED or first aid), otherwise wait for professional help
- DO NOT attempt to give ANY medical advice unless properly trained
- DO NOT move the victims unless they are in immediate danger
- DO NOT jeopardize your health or the health of the victim

HEART ATTACK:

- Check to see if victim's airway is open, if he is breathing, and if he has a heartbeat
- If you are trained to do so, administer CPR, or use an automated external defibrillator (AED) if needed

BURNS:

- Remove the victim from source of burn
 - Be careful not to contaminate or injure yourself
- Thermal Burns: flush wound area with cool water (do not use ice)
 - Do not use creams or lotion
- Dry chemical Burns: brush the chemical from the skin using gloves
 - After brushing, flush area with cool water

BLEEDING:

- Use gloves and other protective gear (universal precautions)
- Apply firm, gentle pressure to the wound with a clean cloth
- Immobilize the wound
- If you come in contact with any blood or bodily fluids, wash with soap and water, then seek medical attention

Bomb Threat – 11

TELEPHONE THREAT

- Remain calm
- Do not hang up; keep the caller on the line as long as possible, and listen carefully
- Obtain as much information as possible
- If available, use the bomb threat checklist found in the EAP

Ask questions such as:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- What will cause it to explode?
- Why did you place the bomb?
- What's your name?

Take notes about the call, such as:

- Identity: Male, female, age
- Voice: Loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant
- Background noise: Office, factory, street, traffic, train, airplane, animals, party, music
- Speech: Accented, deliberate, fast, slow, lisp, slang, taped/recorded, stuttered, slurred
- Manner: Calm, angry, rational, irrational, coherent, incoherent
- Time of call
- Exact words
- Phone number (Caller ID)
- Any other pertinent information

Call, or have someone else call, USCA Police at 6111 or 803-648-4011

WRITTEN THREAT

- Call USCA Police at 6111 or 803-648-4011
 - State your location and report the information in the written threat
 - Stay on the phone until released by the duty officer
- Don't touch or move the letter; it should NOT be altered or destroyed
- Preserve the scene for USCA Police
- Prevent others from handling or going near the letter

Fire - 12

GENERAL TIPS

- Become familiar with emergency escape routes before an accident (i.e. note locations of stairwells and emergency doors)
- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire
- If you smell or see smoke or fire, pull the nearest fire alarm
- Evacuate the building via the stairs - DO NOT use the elevators
- Exit quickly, only take essential items
- If possible, close doors behind you as you exit to confine the heat or smoke
- Feel the door with the back of your hand before opening it - DO NOT open a door that is hot

- If escape route is blocked, immediately shut the door, and find alternate route
- If there is smoke stay low to the ground
- Call USCA Police at 6111 or 803-648-4011
 - State location of fire
 - Stay on phone until released by duty officer
- Slowly open exit door, ensure fire or smoke is not blocking your route.
- If escape route is blocked, immediately shut the door and find an alternate escape route.

Once outside:

- Move away from building to Rally Point at least 200 feet away from the building
 - Report to your supervisor, faculty member (if in class) or Resident Mentor (RM)
- Keep the streets, fire lanes, fire hydrants, and all walkways clear
- Return to the building only when emergency personnel allow

Staff members:

- Faculty, Supervisors, or RM bring class or building roster with you
- Take inventory of all personnel evacuated from the building
- Report missing persons (and their last known locations) to emergency personnel on scene

HOW TO USE A FIRE EXTINGUISHER

- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire
- Always keep your back to the exit; never place the fire between you and the exit
- Discharge the entire extinguisher on the base of the fire

Remember PASS

P = pull the pin

A = aim the nozzle at the base of the fire

S = squeeze the trigger

S = sweep the fire extinguisher from side to side

IF CAUGHT IN SMOKE:

- Drop to hands and knees and crawl toward exit, stay low
- Breathe shallowly through nose; use a shirt or towel as a filter

IF FORCED TO ADVANCE THROUGH FLAMES:

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

IF YOU ARE TRAPPED AND CANNOT EVACUATE:

- Wedge wet towels or other cloth materials along the bottom of the door to keep smoke out
- Close any doors between you and the fire
- If you are trapped and need air, break the window, but only as a last resort
- Hang a towel or cloth material from the window (This signals firefighters that you are trapped)
- If you are disabled and cannot use the stairs, get to the stairwell keeping doors closed; notify emergency personnel of your exact location

Earthquake – 13

IF INDOORS DURING AN EARTHQUAKE

- Drop to the ground
- Take cover by moving under a door frame, sturdy table, or other piece of furniture
- Hold on until shaking stops
- If you cannot take cover under a piece of furniture, tuck your head into your knees and cover your head with your arms

- Evacuate only after shaking has stopped and it is safe to do so
- DO NOT use elevators

IF OUTDOORS DURING AN EARTHQUAKE

- Remain outdoors; DO NOT enter a building
- Move away from buildings, trees, streetlights, and utility wires
- Drop to your knees and into fetal position, close your eyes, and cross your arms over the back of your neck for protection
- Remain in this position until shaking stops
- Stay in an open area; the greatest danger exists directly outside buildings, at building exits, and alongside exterior walls

IF IN A VEHICLE DURING AN EARTHQUAKE

- Stop as quickly as safety permits and stay in the vehicle
- Avoid stopping near or under buildings, trees, overpasses, and utility wires
- Proceed cautiously once shaking has stopped
- Avoid roads, bridges, or ramps that might have been damaged by the earthquake

AFTER SHAKING STOPS

- DO NOT use matches/lighters or other sources of ignition
- Power outages may occur; fire alarms and sprinkler systems may be activated
- If possible, aid persons with disabilities who may need it or alert emergency responders to their location
- DO NOT enter any building that has been deemed or appears to be unsafe
- Leave the area if you smell gas or chemical fumes
- Be prepared for aftershocks
- If you are properly trained and able, provide first aid to victims
- DO NOT move the seriously injured unless they are in immediate danger of further injury
- Open doors carefully
- Watch for falling objects
- Avoid using telephones unless reporting an emergency
- Call USCA Police at 6111 or 803-648-4011
 - Your location
 - Status of injured

IF TRAPPED IN A BUILDING

- DO NOT use matches/lighters or other sources of ignition
- Cover your nose and mouth with cloth to protect against dust
- If you are properly trained, provide first aid to victims
- Do not move about or kick up dust
- Signal for help by whistling or tapping on the building
- Shout only as a last resort

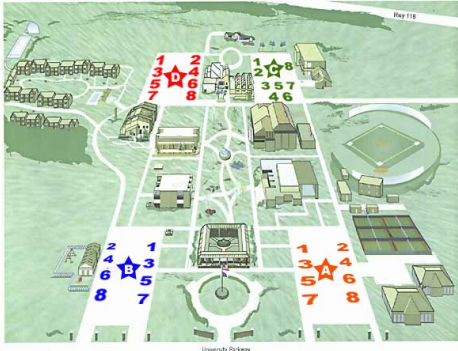
PREPARE FOR AN EARTHQUAKE

- Fasten shelves securely to walls
- Place large or heavy objects on lower shelves
- Store breakable items such as bottled foods and glass in low, closed cabinets with latches
- Hang heavy items such as pictures or mirrors away from beds, couches, and any other seating areas

Rally Points Maps – 14

D Lot

1- Pacer Downs (alternate), 2- Pacer Downs (alternate), 3/5 - (Science) Chemistry, Academic Affairs, 7- (Science) Biology/Geology, 4/6/8 (Ethr) Theatre



C Lot

1- Pickens Salley House 2- (ETHR) Etherredge Ctr.
 3- (B&E) Counseling Center, Conference Center, Continuing Ed., Computer Lab
 4 - (B&E) Business, Wellness Center 5- (B&E) Ed Gym, SBD, Athletic Sciences 6- Counseling Center 7- (RSPEC) Store Planetarium, Solarium 8- (RSPEC) Offices / Classrooms

A Lot

1- (SAC) Natatorium 2- (SAC) Gym, Cafeteria Grill, Food Services 3 - (SAC) Student Life, Bookstore, International Studies 4-(PEN) Career Services, Records, Economic Development 5, 7 Tennis Courts / Softball Field 6- (PEN) Admissions, Financial Aid, Finance, HR 8- Nursing

B Lot

1- Library, 2- (H&SS) Writing Room, Language Lab, Station, Institutional Effectiveness, 3- (PEN) Math, Psychology, Veterans Success, 4 - (H&SS) Communications, Foreign Languages, Sociology, 5- (H&SS) English, History, Political Science, Philosophy (PEN) CSD, 6- Children's Center

- Pacer Downs primary rally point is the soccer field parking lot, if blocked rally at Parking Lot D
- Pacer Commons primary rally point is the back of the east parking lot by the soccer fields
- Pacer Crossing primary rally point is the back of the big parking lot on the east side of the building
- Convocation Center rally points are the closest parking lot to exit door away from fire

Grassy Area Rally Points

- Convocation Center
- Housing
- Pickens-Salley House
- Etherredge
- Sciences
- Humanities & Social Sciences
- Gregg-Graniteville Library
- Children Ctr
- Penland
- Alan Miller Nursing
- Student Activities Center - Wellness Center
- Student Activities Center - Natatorium
- Business & Education
- Student Counseling Center
- Ruth Patrick Science Education



Choose grassy area closest to your exit; look for familiar coworkers and classmates