

Clemson University Disaster Management Plan

Basic Plan

Purpose

This Disaster Management Plan (CUDMP) will be the basis to establish policies and procedures which will assure maximum and efficient utilization of all resources on the Clemson University campus, minimize the loss of life and/or injury to the population, and protect and conserve resources and facilities of Clemson University during large-scale emergencies considered to be of disaster magnitude.

For the purpose of this plan, “disaster” shall be defined as any condition – man-made or natural which results in a significant disruption to the academic mission of Clemson University. The on-set of most disasters is considered to be very rapid, allowing a minimum of time for preparation. The scale of a “disaster” is determined by the potential for loss of life, damage to facilities, and the amount of external resources necessary for the University to return to its normal academic mission.

Organization

This CUDMP is based on the principle that Clemson University will bear the initial responsibility for disaster relief on campus. When specific demands exceed the service levels available, it is understood that assistance will be requested through the Pickens County Emergency Preparedness Director and from surrounding agencies – including local, state, or Federal agencies, as needed.

It is recognized that Clemson University, as an established part of Pickens County, is included in the Pickens County Emergency Operations Plan (PCEOP).

The Clemson University Disaster Management Plan (CUDMP) will provide for local coordination of resources furnished from outside agencies responding to requests for assistance. It is understood that the University will provide such assistance to other agencies as possible when necessary.

Situation

Clemson University is vulnerable to a wide spectrum of natural and man-made disasters, including but not limited to: storms (tornado, wind thunder, hail), fires and explosions, earthquakes, dam failure, and industrial type disasters (fixed and mobile radiological emergencies and a variety of possible hazardous materials catastrophes).

Mission

Clemson University will provide for the protection of students, faculty, staff, visitors, and material resources of the campus in order to minimize injury, loss of life, and damage resulting from any kind of disaster. The administration of Clemson University will provide for continuity of management function, damage assessment, -- public and private – and immediate attention to the re-establishment of normal operations so as to support the University’s academic mission.

Execution

1. Pre-disaster Phase: Activities in this phase are designed to develop a strong University emergency response capability and to organize all levels of administration to assure full utilization of all resources by completing the following:
 - a) conducting public training and education programs to assure a continuing capability to accomplish disaster response objectives;
 - b) preparing and conducting public information programs on disasters to educate the campus population on prevention and protection measures to be taken during a disaster;
 - c) developing a procedure for alerting, notifying, and mobilizing key officials and emergency response personnel in the event of a disaster;
 - d) establishing mutual support agreements, as necessary with other local adjacent government;
 - e) preparing plans for disaster recovery phases from disasters; and
 - f) establishing the necessary emergency powers, to include a line of succession, in order to maintain a continuity of administration during any type of disaster.
2. Disaster Phase: During this phase, the operational activities of Clemson University will be accelerated to increase the state of preparedness of the campus population to meet and cope with an impending or imminent disaster – if warning is sufficient. The disaster phase shall include all of the following:
 - a) In the event of a disaster with little or no warning – operational activities will be direct towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster;
 - b) The Associate VP for Municipal Services, or designee, shall notify the Vice President of Student Affairs – or the appropriate line of succession from the President -- as to the nature of the disaster.
 - c) The President or designee -- shall use his/her Presidential discretion to declare a MAJOR EMERGENCY;
 - d) The declaration of a MAJOR EMERGENCY automatically triggers the implementation of the Clemson University Disaster Management Plan (CUDMP);
 - e) An Emergency Operations Center (EOC) will be established as soon as possible after the declaration of a MAJOR EMERGENCY in accordance with Appendix A.

- f) The necessary emergency operations will be initiated and maintained in accordance with the attached Appendixes.
3. Recovery Phase: During this phase, University administration, the Fire and Police Departments, Facilities, Maintenance, and Operations, and other departments as needed will undertake operations necessary to administer to the sick and injured, restore law and order, stop on-going loss, repair damage to facilities and utilities, establish housing for displaced students, and provide class and laboratory facilities destroyed, damaged and or otherwise made unusable by a disaster. The President, or his/her designee, will be responsible for determining priorities of effort, allocating resources to high priority objectives, assisting the affected population toward recovery, and the restoration of normal University functions.

Direction and Control

Overall emergency operations will be directed from the EOC. The emergency field operations will be directed from an established command post staffed by the appropriate emergency agency department heads.

By approval of this Clemson University Disaster Management Plan, the Board of Trustees delegate the implementation of the plan to the Chain-of -Command listed below:

1. President
2. Provost and Vice President for Academic Affairs
3. Vice president for Student Affairs
4. Vice president for Administration and Advancement (*this position no longer exist; duties have been reassigned and will be addressed in future update.*)
5. Associate Vice President for Municipal Services

University Administration

Each University division will establish specific plans, procedures, and checklists to accomplish responsibilities associated with that division's routine activities as they relate to essential services. Certain Annexes are affixed to this plan that are considered high priority and essential services. However, other services may also – or in lieu of those services with attached Annexes – be considered essential depending on the nature and magnitude of the disaster. Therefore, it is essential that all divisions have an "Emergency Operations Plan" that will support the Clemson University Disaster Management Plan.

1. The Clemson University Board of Trustees has the overall responsibility for the policy decisions affecting the pre-disaster activities, disaster operations, and recovery operations of all divisions; as well as the coordination of emergency support provided by other Federal, State, and local agencies.

2. The President of Clemson University is responsible to the Board of Trustees as their representative. The President represents the Board while directing and supervising all activities of the University administration during the pre-disaster and recovery phase operations. The President is responsible for:
 - a) declaring a "MAJOR EMERGENCY," which will initiate this CUDMP (Note: The Pickens County Emergency Preparedness Director may initiate the Pickens County Emergency Operations Plan which may cause the CUDMP to be initiated to support Pickens County.);
 - b) responding to the CU Emergency Operations Center (CUEOC) at Clemson University Fire Department or one of the alternative sites as designated in this plan.
3. The Provost will be responsible for:
 - a) acting on behalf of the president in his/her absence.
 - b) providing information to the EOC concerning the impact of the disaster on the academic mission of the University.
 - c) assessing detailed reports from Deans and Academic Department Heads concerning needs to return the University to its normal academic status; and
 - d) locating and operating temporary academic facilities to replace those lost in a disaster for an extended period of time.
4. The Emergency Preparedness Director (CUEPD) is responsible to the Associate Vice President for Municipal Services. The CUEPD implements emergency orders of the President or designee, relating to the disaster. Additional responsibilities include:
 - a) Reporting to and opening the CUEOC at Clemson University Fire Department or alternative site;
 - b) receiving of requests for emergency services;
 - c) the dispatching of emergency services, as requested and as available;
 - d) establishing and maintaining radio communications with appropriate law fire, and EMS jurisdictions;
 - e) being a liaison between emergency services and other expert services that may be necessary during the pre-disaster, disaster, and post-disaster phase.
 - f) requesting other University agencies, as necessary, to respond to their predetermined disaster staging area; and
 - g) ordering the opening of the Media Information Center at the Loyalty Fund Office at 110 Daniel Drive to handle incoming requests for information.

5. The Clemson University Police Department (CUPD) (Annex B) is responsible for:
 - a) Sending a representative to the CUEOC;
 - b) maintaining law and order throughout campus,
 - c) maintaining traffic control on evacuation routes,
 - d) coordinating all law enforcement resources made available to the University,
 - e) providing security at the EOC, and
 - f) establishing a system for issuing security passes to authorized personnel in the disaster affected areas.

6. The Clemson University Fire Department – Emergency Medical Service (Annex C) is responsible for utilization of all fire fighting, emergency medical, rescue and hazardous materials response resources made available to the University. Specifically, the CUFD - EMS shall be responsible for:
 - a) Sending a representative to the CUEOC;
 - b) ordering evacuations, as needed;
 - c) coordinating search and rescue missions;
 - d) extinguishing of fires
 - e) the pre-hospital triage, treatment, and transportation of the sick and injured; and
 - f) maintaining an adequate reserve force for additional simultaneous emergencies.

7. Redfern Health Center and Counseling and Psychological Services (Annex D) are responsible for all health and medical resources and facilities on campus. The staff shall be responsible for:
 - a) Providing limited care facilities for treatment of minor injuries upon request from the EOC, providing field support for CUFD – EMS Paramedics in triage and emergency treatment of the sick and injured; and
 - b) coordinating with the Pickens County Coroner the care of mass causality victims.

8. Public Affairs (Annex E) is responsible for the assembly, preparation, and dissemination of public information concerning the disaster, including and shall be responsible for:
 - a) The establishment of a Public Information Officer (PIO) at or near the EOC at Clemson University Fire Department or alternate site; and
 - b) Establishment of a media staging area remote from the disaster area for media briefing purposes. The Tillman Hall Auditorium will be the primary media briefing location;

- c) In the event of an incident at the Oconee Nuclear Station that requires the activation of the CUEOC, a representative from Public Affairs should be dispatched to the Oconee Nuclear Site Emergency Operations Facility at the intersection of Issaqueena trail and Cambridge Road in the City of Clemson for direct updates from Duke Energy.
9. University Facilities (Annex F) is responsible for safely maintaining the operating plant and facilities so as to allow the University to return to performing its normal mission as quickly as possible after the disaster. FM&O responsibilities include but are not limited to:
- a) Providing a representative at the CUEOC located at Clemson University Fire Department or alternate site;
 - b) Removing debris and obstructions from transportation routes;
 - c) Repairing and restoring utilities -- including electrical, potable water, and sewer systems on campus
 - d) Providing qualified staff to conduct damage assessments and reporting to CUEOC.
10. Telecommunications is responsible for maintaining telephone and cellular services for Clemson University based on the following priorities:
- a) Emergency dispatch center located at the CU Police Department;
 - b) Emergency Operations Center (Clemson University Fire Department);
 - c) Headquarters building emergency services (Police, Fire -- Emergency Medical Services);
 - d) Facilities, Maintenance & Operations;
 - e) Loyalty Fund Building on Daniel Drive which will be the public answering point for incoming inquiry telephone calls;
 - f) Administrative functions as dictated by the nature and scope of the disaster;
 - g) Residential customers.
11. Transportation Services (Annex G) is responsible for providing vehicles necessary for transporting personnel and materials required to meet disaster relief needs of the University and coordinating the utilization of all transportation resources (with the exception of emergency vehicles). Transportation Services shall also:
- a) Assist the EOC and/or departments with obtaining drivers for requested vehicles; and
 - b) Provide emergency fuel and maintenance for all vehicles operating on behalf of Clemson University.

12. Division of Student Affairs is be responsible for services primarily related to the safety and well-being of campus and commuter students including:
 - a) Providing a representative at the CUEOC located at Clemson University Fire Department or alternate site
 - b) providing students will educational material for appropriate response to disaster related situations that are possible at Clemson University;
 - c) staffing of the Garrison Arena in the event of a campus-wide evacuation;
 - d) staffing telephones of the Loyalty Fund Building at 110 Daniel Drive, which will serve as the screening center for incoming inquiry type telephone calls.
13. University Housing is responsible accommodations to students residing on campus including:
 - a) Providing temporary relocation facilities for displaced residents and maintaining records as to the location of students who have be displaced;
 - b) Providing bedding materials for the CUEOC at Clemson University Fire Department or alternative site and emergency worker on campus during the emergency;
 - c) Providing staffing for Garrison Arena staging area in event of campus wide evacuation.
14. The Food Services (Annex H) contractor will be responsible for:
 - a) Providing food and eating facilities as may be needed by emergency workers – including those in the EOC at Clemson University Fire Department for the duration of the Disaster; and secondary to the above, provide as normal as possible food services to the student population; and if necessary, provide temporary morgue space in refrigeration facilities.
15. Division of Financial Affairs and Human Resources shall be responsible for advising the EOC concerning financial matters in support of disaster management including:
 - a) Development of a business recovery plan for CU business resources during the pre-disaster phase;
 - b) Providing continuity of business services to internal and external customers during disaster and post-disaster phases;
 - c) Emergency requisitioning, procuring and issuing of specialized equipment and supplies as may be needed from external sources;

- d) Maintaining expenditure and claim forms for the acquisition of supplies and materials required during the disaster response and post-disaster phases; and determine need for and operation of an on-campus commissary for disaster and post-disaster supplies.

Coordinating Instructions

The CUDMP is to be used for planning purposes upon receipt and for execution upon order of the President or designee. All Clemson University department heads are responsible to the President for directing and controlling disaster related operations in their respective Divisions and the implementation of emergency orders and decisions of the President, In addition all department heads are responsible for:

1. Developing the required annexes (as determined by the Emergency Preparedness Director) that will support this plan;
2. Developing mitigation plans including protection of critical data and equipment from loss;
3. coordinating with other agencies before, during , and after an emergency or disaster to assure the most efficient operation of personnel and material resources;
4. staffing and representing their department in the EOC located Clemson University Fire Department, when requested;
5. maintaining a current roster of key personnel at an off campus location (home) for call-back purposes;
6. developing mutual aid agreements with similar agencies of adjoining counties or educational facilities; and administratively and logistically supporting other Clemson University Divisions

Reporting

Reports are required periodically when a disaster has occurred to provide the President with information with information to use in determining the appropriate response to the disaster. Initial reports will be submitted as quickly as possible to the Emergency Preparedness Director.

The reporting cycle, beginning with the Initial Damage Assessment (Part II) will be at 0900hrs and 1600 hrs of each day during the disaster response phase. Reporting will take place in person at the CUEOC at Clemson University Fire Department or alternate site. Representatives from each of the Sections represented at the CUEOC shall be present. Reports will include the following:

1. Initial Situation Report - issued by the first incident commander includes but is not limited to:
 - a) Type of disaster;
 - b) Date and time of disaster;
 - c) Status of mobilization of University resources;

- d) Initial casualty, damage assessment; and immediate support needed from off campus agencies to bring incident under control.
2. The initial Damage Assessment Report (Part I) will be made by the Incident Commander (IC) at the scene of the disaster and will include:
 - a) geographic estimate of damage area; and
 - b) injury and fatality report.
3. The Initial Damage Assessment Report (Part II) will be made by qualified University Facilities staff and will include:
 - a) Listing of damaged facilities; and
 - b) Resources necessary to return the facilities to normal operations.
4. The Initial Damage Assessment Report (Part III) will be compiled by qualified University Facilities staff and will include:
 - a) Time and expense to return damaged facilities to normal operations; and
 - b) Estimate of off-campus resources needed immediately to initiate the disaster recovery process
5. Daily Situation Reports will be made by the Emergency Preparedness Director to the Associate Vice President for Municipal Services at or around 4:00 PM. This report shall include:
 - a) Updates on emergency activities related to mitigation of the disaster; and
 - b) Updates on restoring campus from a state of emergency to normal operations.
6. After Action Report will be submitted to the appropriate Vice President as soon as possible after the termination of the Disaster Phase by all affected Divisions. The report will be a narrative summary summarizing:
 - a) Overall combined efforts of all involved agencies and departments;
 - b) Deficiencies observed; and
 - c) Recommended actions that should be taken to improve effectiveness.

Logistics

Individual University Divisions and mutual aid forces will utilize supplies, personnel, and transportation normally used by their organization. With the exception of emergency resources needed during the incipient phase of a disaster – additional supplies, transportation, and human resources will be requested through the EOC by the Incident Commander.

Appropriate staging areas for manpower and equipment will be established by the IC including necessary shelter and sanitary facilities. Coordination will be made with the Food Services contractor for feeding of personnel. Transportation Services will be responsible for fuel and maintenance for all vehicles required during the disaster.

The Pickens County Mobile Command Vehicle should be requested by the CUEPD and Health Services as soon as a "MAJOR EMERGENCY" has been declared. The Mobile Command Vehicle should be directed to the parking lot closest to the EOC and serve as a supplementary command/communication post.

Annex A - Emergency Operations Center

In order to insure the integrity of the administration of Clemson University's resources and assets, an Emergency Operations Center (EOC) will be established during the initial stage of a campus disaster.

The purpose of the EOC is to specifically serve the interest of Clemson University. It is recognized that the University, as an established part of Pickens County, is included in the Pickens County Emergency Operations Plan. Annex "A" of the Pickens County plan addresses the county EOC and the Clemson University Disaster Management Plan supports, and is compatible with, the Pickens County plan.

Mission

The mission of the EOC shall be to provide centralized direction and control of any or all of the following functions as they pertain to Clemson University: emergency operations; communications and warning; requesting additional resources during the disaster phase from Pickens County EOC; issuing emergency information and instructions specific to Clemson University; consolidation, analysis, and dissemination of damage assessment data; forwarding of consolidated reports to the Clemson University Board of Trustees and Pickens County EOC.

Location Of The Emergency Operations Center

The primary location of the EOC will be CUFD or alternative site. In the event this location is not available or feasible, the Clemson University Police Department, Multi-purpose room (#02) will be established as the EOC. During football games and other major stadium events, when the majority of the administration necessary to coordinate the initial phases of a disaster is in attendance, the stadium command post will be the temporary EOC. In the event that a complete campus evacuation is ordered-as in a nuclear accident-a remote EOC will be established at Greenville Technical College, Faculty Resource Building, rooms 110 and 110A.

Concept of Operations

The President of Clemson University-or his/her designee-will initiate the activation of the EOC as established by the Line of Succession. The activation of the EOC should immediately follow the declaration of a "MAJOR EMERGENCY". The individual who declares the Major Emergency shall announce the location of the EOC at this time if it is not going to be CUFD. The nature of the disaster will dictate what Sections (Executive, Operations, Division of Financial Affairs and Human Resources, and Logistics) are represented at the EOC. The President-or designee-will determine what staff he/she deems necessary to effectively operate the EOC.

Security to the EOC will be provided by the CUPD at the EOC entrance points. Only individuals authorized by the CUEPD will be authorized to enter the EOC. The food service contractor will provide necessary food resources for the duration of the duration of the operation of the EOC. University Housing will provide sleeping cots/bedding for the duration of the operation of the EOC. Individuals staffing the EOC are responsible for establishing communications (radio, telephone) with their respective departments.

When the Pickens County Mobile Command Vehicle arrives, its communication capabilities will be utilized as necessary.

The organization of the EOC will include the following:

Executive Section (Administrative Council) determines policies affecting Clemson University during disaster and post-disaster periods; adjudicates conflicting claims and or requests for emergency personnel, equipment, and other resources designate responsibilities and duties as necessary to maintain the integrity of the university and its primary mission.

The Pickens County Emergency Preparedness Director will be notified as to the nature of the emergency and the location of the University EOC.

The Pickens County Mobile Command Vehicle will be requested to respond to the University EOC.

CU Emergency Preparedness Director

Reporting to and opening the CUEOC at CUFD or alternative site;

Receiving of requests for emergency services;

the dispatching of emergency services; as requested and as available;

establishing and maintaining radio communications with appropriate law fire, and EMS jurisdictions;

being a liaison between emergency services and other expert services that may be necessary during the pre-disaster, disaster, and post-disaster phase.

requesting other University agencies, as necessary, to respond to their predetermined disaster staging area; and

ordering the opening of the Media Information Center at the Loyalty Fund Office at 110 Daniel drive to handle incoming requests for information.

Operations Section (Field Operational Divisions/Departments)

Develops and maintains accurate status of the emergency situation related to its specific responsibilities;

Records and maintains current status of emergency resources

Implements course of actions approved by the Executive Group

Coordinates the procurement and utilization of all support forces and resources from outside agencies

Establishes and maintains an inventory of damaged and operable university facilities relative to area of specific responsibility and the disaster

Division of Finance and Human Resource Section

Development of a business recovery plan for CU business resources during the pre-disaster phase;

Providing continuity of business services to internal and external customers during disaster and post-disaster phases;

Emergency requisitioning, procuring and issuing of specialized equipment and supplies as may be needed from external sources;

Maintaining expenditure and claim forms for the acquisition of supplies and materials required during the disaster response and post-disaster phases; and

Determine need for and operation of an on-campus commissary for disaster and post-disaster supplies

Logistics Section

Provide operating units with requested resources for sustained operations;

Operate staging areas for incoming equipment and personnel;

Provide for medical care, feeding and housing of emergency workers;

Maintain documentation of resource allocation and availability.

Communications

Radio

A representative from the CUFD and CUPD will respond with portable radio communications as soon as possible after the CUEOC had been opened.

As soon as possible, members of the CUPD and CUFD will establish portable base station operation at the CUEOC.

Annex B - Clemson University Police Department

Purpose

To establish operational guidelines for Unusual Occurrences and Special Operations.

Policy

The Division of Law Enforcement will prepare plans and operational guidelines for unusual occurrences that may occur within the campus of the Clemson University. The Division will maintain contingency plans for natural and man-made disasters, hostage/barricaded subjects, VIP/dignitary security, and mass arrest situations. Certain kinds of emergencies and events present conditions which would be difficult for conventional police procedures to handle. The Division will coordinate activities with other law enforcement agencies, as needed. The primary objective during any critical incident operation will be the prevention of harm or loss of human life by deploying either uniform personnel and/or specialized personnel to supplement other operational components.

Responsibility and Planning

A. The Command Staff are the principal advisors to the Director of Law Enforcement on all Unusual Occurrence Plans and Incidents. Operational plans will be accessible to all command personnel. The Deputy and/or his/her designee will be responsible for developing and conducting an annual review of all "Unusual Occurrences" operational plans. The Director or Deputy Chief, and/or his designee, will plan the response to unusual occurrences and maintain liaison with outside agencies, i.e. federal, state, and local law enforcement agencies, Emergency Preparedness Coordinators, American Red Cross, local fire departments, emergency medical personnel, and military personnel, as applicable.

B. The Director of Law Enforcement, or in his absence the Deputy Chief, will command/direct all "Unusual Occurrences", emergency mobilizations, and serve as "On-scene Commander" of all operational responses to Unusual Occurrences, unless he delegates that authority. The Director, or in his absence the Deputy Chief, will also be the final approving authority for all plans and operational responses to any Unusual Occurrences.

Emergency Mobilization Plan

1. Alert Stages

- a) Stage One (Normal): Normal day-to-day operations of the Division are in effect. No unusual occurrence is anticipated.
- b) Stage Two (Advanced): Day-to-day operations of the Division are in effect. An unusual occurrence is anticipated. All personnel should notify their supervisor of a telephone number or beeper number where they can be reached, if they are not at their residence.
- c) When notified of an Advance Alert, all personnel are to prepare for immediate recall with all personal equipment. Officers should see to the welfare of their families before reporting to work.

- d) Stage Three (Emergency): Normal and/or Advance Alert conditions are in effect. An unusual occurrence is imminent. All personnel who are not equipped with Division issued pagers are on “telephone stand-by” and must remain at their residence and prepare for immediate recall. All officers should check their equipment for serviceability and be ready to report to assembly areas upon notification.
- e) Stage Four (Recovery): Advanced or Emergency Alert conditions are in effect. An unusual occurrence has subsided. All personnel should continue with their current assignments and await further instructions.

2. Communications for Recall

- a) It is the responsibility of the Command Staff to ensure the recall roster is current with the names, addresses and telephone numbers of all personnel assigned to the law enforcement component of the Division. All personnel in the Division are responsible for keeping notification information up-to-date and employees are to be familiar with his/her assigned tasks during recall procedures.
 - b) The Director, or his designee, will be the sole authority in determining whether a recall is necessary. Procedures for a recall will include the following:
 - 1. The Director will notify his Command Staff;
 - 2. The Patrol Captain and/or Capt. of Investigations will notify the Shift Lieutenants and/or Shift Sergeants, and Investigative Personnel;
 - 3. The Shift Lieutenants and/or Shift Sergeants will notify his/her assigned shift;
 - 4. Constables will be notified by the Command Staff as needed;
 - 5. The Associate Director, or designee, will notify appropriate personnel in the Director’s Office.
- ### 3. Assembly Areas
- a) All law enforcement personnel are to report to the Clemson University Police Department for further instruction, unless instructed to meet at the alternate location. The alternate location for assembly will be determined at the time of notification.
 - b) Upon arriving at the assembly area, supervisors will conduct briefing(s) and conduct an equipment check of their assigned personnel while awaiting further instructions.

Briefing

- a) At the assembly area, the Director, or his designee, will accomplish the following:
- b) Disseminate all current information on the unusual occurrence or special operation;
- c) Identify key personnel designations and responsibilities; (item f)
- d) Explain the Division's pre and post-occurrence duties;
- e) Make staff assignments; (item f)
- f) Provide all personnel with survival and safety instructions;
- g) Distribute any additional equipment necessary; and
- h) Introduce outside agency personnel and coordinators, if other agencies are involved in response.

E. Emergency Mobilization / Rehearsal

It is the responsibility of the Director, or his designee, to conduct rehearsals of the recall system and conduct an as needed test of the entire emergency mobilization plan.

General Guidelines

A. Release of Information / Rumor Control

All personnel will be reminded of the Division's Public Information Policy concerning the release of information. It is the sole responsibility of the Director of Law Enforcement and Safety, or his designee, or the Office of News Services to release any information to the news media.

Accuracy in reporting is extremely important to the Division. Accurate casualty and damage numbers are essential to prevent the spread of rumors and exaggerations, which may trigger panic in the community. All personnel will be instructed to direct any member of the news media to the designated information center. It is not the intent of the Division of Law Enforcement to withhold information from the media or the general public. The specific purpose for having one person responsible for releasing information is to ensure that information is accurate and free from speculation or opinion.

B. Traffic Control

Traffic Control is vital for maintaining an orderly flow of official vehicles to and from the scene and to ensure that unauthorized personnel are denied access. Specific traffic control points will be determined by the On-scene Commander and modified when necessary. The Uniform Patrol Captain, or his designee, will coordinate with any outside agencies for assistance with traffic control at specific points that may fall under the jurisdiction of another agency, i.e., streets under the jurisdiction of the Clemson Police Department. As soon as possible, an Entry Authorization List should be produced and distributed to all personnel performing traffic control duties. This is extremely critical for officers from outside agencies assisting the Division.

C. Special Task Force Personnel

The Division of Law Enforcement employs, both in house and through mutual aid, several employees with specialization in various special operations. These positions include, but may not be limited to, the following:

Protective Security Personnel (VIP/Dignitary).

The Division must rely on the aid of other law enforcement agencies for specific types of support. The Division does not have a Special Weapons and Tactics (SWAT) Unit. The South Carolina Law Enforcement Division (SLED) will be the primary source for SWAT support.

D. Coordination with Other Agencies

The Division of Law Enforcement is a state police agency, however it has entered into formal written mutual aid agreements with other agencies. In the event of an unusual occurrence, assistance may be required from outside agencies. The emergency telephone numbers will be available at the field command post and at the Communications Center. The following agencies should be contacted if assistance is required:

SLED:

Clemson University Fire Department/EMS	Greenville Police Department
Clemson Police Department	Laurens Police Department
Pickens County Sheriff's Office	Spartanburg Police Department
Oconee County Sheriff's Office	Easley Police Department
Anderson County Sheriff's Office	Anderson Police Department
Pickens Police Department	Oconee County Fire Department/EMS
Pendleton Police Department	Anderson County Fire Department/EMS
Greenville County Sheriff's Office	Department of Natural Resources

If necessary, the Director, in consultation with the University President or his designee, may request the Governor's Office to order out the National Guard to the scene of an emergency.

E. Field Command Post

1. If the emergency involves all, or a large part of the campus, the Command Post is to be set up at the University Police Department. If this site is not available, the Director, or his designee, will select a location.

The command post may be staffed by the Director/Associate Director of Law Enforcement, the command staff, and Primary/Backup Communications Officers. Facilities will be made available for outside agency's emergency assistance teams, media crews, and medical personnel, if present.

2. If the emergency involves only a small portion of the campus, or one building, a police vehicle can be placed a safe distance from the emergency site and used as a Command Post. This Command Post will contain only essential personnel to handle the emergency, along with the Shift Supervisor, and uniformed personnel assigned to the emergency area. If the situation requires a larger Command Post, reasonable measures will be taken to accommodate the personnel of the Division and/or other agencies.
3. The Shift Supervisor's vehicle may be used as a Command Post and should be equipped with at least the following:
 - Barrier Tape and Signs (if necessary);
 - First Aid Kit;
 - Campus Telephone Directory/Local Telephone Directory;
 - Campus Situation Maps;
 - Biohazard Protection Kit;
 - Fire Extinguisher;
 - Radios

F. Communications

Patrol vehicles are equipped with multi-channel mobile radio equipment capable of two-way communication with surrounding law enforcement agencies. These channels should only be used during emergency conditions. If transmission from the communications center is disrupted or unavailable, the Mobile Repeater can be used for police communications and can be powered by a Gas Generator. Non-repeater can be used. Cellular phones are available. Additional communications equipment is available from SLED and the Clemson Police Department and Pickens County Sheriff's Office, if needed.

G. High-Risk Facilities

At the onset of a large-scale civil disturbance or natural / man-made disaster, the On-scene Commander will dispatch personnel to guard key facilities on the University campus.

H. Transportation

The Division of Law Enforcement operates a fleet of vehicles from the Clemson University Motor Pool. In the event of an emergency, the CU Motor Pool and CU Facilities and Maintenance Operations has special use vehicles at the Division's disposal. These include: tow vehicles; heavy equipment; maintenance vehicles; four wheel drive vehicles; buses; etc. The Director of Transportation Services will make available to the Director of Law Enforcement, or his designee, any and all vehicles necessary, along with sufficient personnel, to handle the unusual occurrence.

Upon notification of the unusual occurrence, the Director of Transportation Services will establish a command post at the University Motor Pool, if possible, and will be staffed with the necessary personnel to handle the emergency. Necessary personnel will include, but not be limited to, administrative personnel, drivers, mechanics, and any other personnel deemed necessary by the Director of Transportation Services.

I. Chain of Command

The Director of Law Enforcement has the final authority for all operational responses to any law enforcement related unusual occurrences. The Captain of Special Operations will assume this responsibility in the absence of the Director. At the initial outset of any unusual occurrence, it will be the responsibility of the ranking officer at the scene to assume the responsibility of the On-scene Commander until a higher ranking officer arrives at the scene. The Director or Captain of Special Operations may relinquish on-scene command to the South Carolina Law Enforcement Division or other agency, if deemed necessary. Coordination between outside agencies will be accomplished through the Director, or his designee.

J. Emergency Supplies and Equipment

1. The Division will maintain equipment designated for use in unusual occurrence and emergency situations. This equipment will remain in a state of operational readiness and will be inspected by the Division equipment personnel at least monthly. Equipment includes, but is not limited to, the following:

- Traffic safety vests;

- Extra flashlights and batteries;

- Work gloves;

- Extra portable radios and batteries;

- Safety cones and barricades;

- Large first aid kit;

- Biohazard kits;

- Extra shotguns w/ shells;

- Surveillance equipment;

- Body armor;

- Riot helmets;

- Extra flex cuffs (mass arrests); and

- Portable booking equipment (mass arrests).

2. Those individuals responsible for specialized tasks will insure the equipment necessary to perform these specific duties are inspected at least monthly, or in accordance with equipment requirements.

3. The Director has the authority to expedite resources during times of emergency. The Division may also utilize other departments on campus for equipment and other resources, such as food, water, housing, vehicles, etc.

K. Use of Force

Employees of the Division will use only that force necessary to accomplish lawful objectives. All use of force shall be in accordance with Division policies and procedures.

L. After-Action Report

Following any unusual occurrence operation, the Director or his designee will hold a staff meeting to discuss the operational response. The meeting will focus on shortfalls of the unusual occurrence response and format revisions necessary to carry out the next response in a more efficient manner. After the occurrence all reports, logs, assignments, damage reports, list of injuries/deaths, use of force reports, etc. will be forwarded to the Director's Office for review and evaluation.

Natural and Man-made Disasters

A. The purpose of this plan is to establish procedures for implementation prior to, during and following a natural or man-made disaster. The plan gives primary consideration to required actions necessary to protect University property, students, faculty and staff. As resources permit, the Division will work cooperatively with the city, county, state and federal authorities to respond to the needs of the surrounding community. Division facilities will have access to news and weather channels via cable television. In addition, a portable radio with National Weather Service monitoring capabilities will be available to operational personnel.

B. The Division will make every effort possible to provide the highest level of preparation, security and deployment when it becomes apparent a natural disaster is likely to strike the area. The highest priority of the Division will be the personal safety of members of the University Community.

C. Whenever possible, employees of the Division will comply with University Policies and Procedures. Deviation from these policies and procedures may be necessary to handle situations as they occur, but the highest priority will be placed on the protection of human life.

D. Declaration of Emergency

- i) The Governor has sole authority to excuse employees of state government from reporting to work during extreme weather or other emergency conditions. Only the Governor may issue a Declaration of Emergency stating that, employees should not report to work. Unless such a Declaration of Emergency has been issued, all state government employees are expected to report for work or take approved leave. If an emergency occurs on campus, only the University President or the Director of Law Enforcement, or their designee, will direct the evacuation or curtailment of work activities.

- j) When a Declaration of Emergency has been made, the Director, or his designee, shall place into immediate effect the appropriate procedures necessary for the emergency situation to safeguard personnel, property, and secure facilities. During this declaration, only registered students, faculty and staff are authorized to be present on campus. Those who cannot present proper identification showing their legitimate business on campus will be required to leave campus or be subject to arrest. (SC Code 16-11-620, Trespass After Notice)
- k) Additionally, only those faculty and staff members who have been assigned emergency team duties will be allowed to enter the immediate disaster site.

E. Definitions

Hurricane Season: June 1 - November 30.

Hurricane Watch (Alert): First warning that a hurricane is a definite threat to a portion of the state, normally given 36 hours before the storm is expected to hit the state. This is the time for preliminary storm preparation.

Hurricane Warning: Normally issued 24 hours before the storm is expected to strike the state. More accurate landfall is predicted with narrower geographic boundaries. Hurricane conditions include winds of at least 74 miles per hours.

Earthquake: A sudden, rapid shaking or trembling of the earth's surface.

Intensity: The earthquake's effects on people and structures.

Magnitude: The amount of energy released by a single earthquake. Magnitude is rated on a (Richer) scale of 1-9.

Tornadoes: Tornadoes are incredibly violent local storms that extend to the ground with whirling winds that can reach 300 mph.

Tornado Watch: Tornadoes are likely. Be ready to take shelter. Stay tuned to radio and television stations for additional information.

Tornado Warning: A tornado has been sighted in the area or is indicated by radar. Take shelter immediately.

Additional emergencies include but are not limited to: Fires, Explosions, Hazardous Materials Incidents, Power Failures, Civil Disturbances/Demonstrations, Downed Aircraft, Train Derailments, Severe Winter Storms.

F. General Procedures

1. In the event of an unanticipated natural or man-made disaster, the shift supervisor will immediately become the On-scene Commander. Uniformed patrol officers will attempt to secure the area by stopping all traffic into the affected area (with the exception of emergency response units).
2. Dispatch will notify the appropriate medical and/or fire agencies, as indicated by the shift supervisor.

3. The Director and Command Staff and any specialized Division personnel should be notified, i.e., EOD Technician, Victim/Witness Coordinator etc. The Director, in consultation with his command staff, will determine if the Emergency Mobilization Plan should be initiated.
4. The Shift Supervisor will take appropriate action as On-scene Commander until he/she is relieved by a higher authority.

G. Post-Occurrence Duties

After the occurrence of a natural or man-made disaster, the duties of the Division will be varied. Depending on the situation, these duties may include traffic control, riot control, or looting prevention. Even though the crisis may be de-escalating, additional personnel may be needed to ensure the safety of University personnel and/or property. The Director or his designee will determine the personnel needs. The re-establishment of normality should be the underlying goal of the contingency plans. It is the responsibility of the Director or his designee to implement a plan for the orderly de-escalation of personnel and resources following the conclusion of an unusual occurrence.

Civil Disturbances and Mass Arrests

A. The University is often host to large events and gatherings. Events such as athletic games, concerts, fraternity/sorority parties, political demonstrations, visiting VIPs/dignitaries, etc., can draw large crowds. The gatherings on the University campus are usually harmless, however, the potentiality remains that a peaceful gathering could result into civil unrest.

B. If a situation involving a large crowd begins to deteriorate, and civil unrest is imminent, a quick reaction from the Division with adequate force is crucial. The Division's Use of Force Policy will always be followed in combating a civil disturbance.

C. The Division will have three objectives when responding to a civil disturbance:
a) Containment; Isolation; and Dispersal.

D. Response to the Scene

1. The shift supervisor will assume the role of On-scene Commander, unless the Director has appointed a Special Event Security Coordinator. The On-scene Commander will take appropriate action until relieved by a higher authority. Patrol units will stop all traffic into the affected area, with the exception of emergency personnel. Supervisory personnel will establish feasible objectives to combat the disturbance.
2. The On-scene Commander will use every effort to induce the leaders of the crowd to disperse before using force. If force becomes necessary, only the force necessary to accomplish the established objectives will be used. The field command post should not be within view of the crowd.
4. The On-scene Commander will consult with legal staff, if necessary, to discuss prosecutorial, court, and/or other legal considerations. If the civil disturbance occurs during a stadium athletic event, the local magistrate may be available.

Defense counsel will not be permitted to access the scene or the field command post. Defense counsel may visit the client after he/she has been released or transported to the detention facility.

E. Mass Arrests

It may become necessary in a civil disturbance to conduct mass arrests. The Division will conduct arrests in accordance with Division procedures and Constitutional requirements. If the amount of arrests is beyond Division capabilities, the Director, or his designee may contact the National Guard and/or other agencies.

1. Arrest / Processing / Confinement

Those individuals that are the most violent will be arrested first and removed from the scene as quickly as possible. Arrested subjects will be taken to the University Police Department and/or other designated facility for processing. Portable booking equipment will be available for those individuals who are given courtesy summonses. Those individuals who are not given a courtesy summons will be transported to a local detention center for booking and confinement. Communications personnel will notify the detention center that multiple prisoners are in route to the facility.

Arrested subjects will be transported via patrol units, prisoner transport vans, or other means, as deemed appropriate by the On-scene Commander. At all times, except during fingerprinting, arrested subjects will remain handcuffed and secure. Prisoner security and prisoner transport will be accomplished in accordance with the Division policy governing Prisoner Transportation.

2. Juvenile Offenders

In most cases, juveniles will be taken into custody and later released to their parents. Juveniles will be handled and processed in accordance with the Division Policy governing juveniles. During processing, juveniles should be kept "out of sight and sound" from adult prisoners.

3. Evidence Collection

Evidence, if any, will be secured in accordance with Division policy. If extensive collection is required, the On-scene Commander should instruct Communications Personnel to contact the appropriate investigator(s).

4. Identification

If the number of subjects arrested prohibits immediate processing by the arresting officer and/or detention center, the arresting officer will take a picture with an instant camera, affix a label(s) on the back, and record at least the following information on the photograph:

- Date and time of arrest;
- Date of birth of suspect;
- Social Security Number of suspect;

Charge(s);

Name of arresting officer; and

A right, thumb fingerprint will be taken and placed on the label(s).

b) A video camera may be utilized to assist in recording identification information.

5. In civil disturbance and mass arrest situations, medical personnel will be available to treat any injuries. All injured subjects must be cleared by medical personnel prior to transport to a detention facility. If processing time is extensive, reasonable accommodations will be made to provide arrested subjects with food, water and/or sanitation facilities.

Hostage and Barricaded Persons

A. General Guidelines

The resolution of hostile situations can often be facilitated with negotiations. Negotiation is a two-way communication between the barricaded subject and law enforcement personnel.

A situation involving a barricaded person who poses a threat to himself/herself or others is a delicate one. The situation can be further complicated by the presence of hostages. Each situation is different and the variables will dictate the course of action. Flexibility in response is essential. Initial responding units must attempt to avoid confrontation in favor of controlling and containing the situation until the arrival of trained hostage negotiators and tactical teams. The primary purpose is to encourage surrender, while minimizing the overall threat to human life.

B. General Procedures

1. Arrival at the Scene

The first officer to arrive should remember that time is on the side of law enforcement. Time decreases anxiety and stress, while giving tactical and negotiating units a chance to set up, plan and initiate specific techniques. When it is confirmed that hostages are indeed being held, a series of procedures must be set in motion. First and foremost is the safety of the officer and bystanders. Officers should attempt to evacuate bystanders and other non-essential personnel. Under no circumstances should the officer place himself/herself in danger. >From a position of safety, the officer should attempt to block any escape path accessible to the hostage-taker.

The initial contact officer should immediately advise the communications center of the following:

The exact location;

Exact details of the incident;

Exact location of the suspect(s) and hostages(s);

Any need for medical personnel; and
Advisements and/or warnings to responding units

2. *Initial Notifications*

Communications personnel will immediately notify the Director and Command Staff. After consultation, the SLED SWAT Team and/or other agencies may be notified and requested to respond. The Director may initiate the emergency mobilization plan, if necessary.

3. *Responsibilities at the Scene*

a) The ranking officer at the scene will be the designated On-scene Commander until relieved by a higher authority. Initial responding officers should attempt to accomplish the following:

Establish perimeters both inner and outer;

Evacuate unaffected bystanders

Establish a temporary command post; and

Direct responding units to specific locations

b) Officers assigned to specific locations within the inner perimeter are also intelligence gatherers and are responsible for advising the On-scene Commander of all activity observed within the contained area. This would include a description of suspects and/or hostages, clothing, weapons and any medical conditions known. Officers may utilize surveillance equipment, as deemed necessary by the On-scene Commander.

c) No officer will be allowed to act on his/her own. No officer will leave his/her assigned post unless properly relieved or directed by a supervisor.

4. *Evacuation*

The evacuation process should be the first action taken after the scene is secured. Every attempt shall be made to evacuate any injured civilian or police personnel from the area. Evacuees should be interviewed and debriefed for any pertinent information about the scene or persons involved in the incident. Clemson University Emergency Medical Services should be notified of the situation and instructed to standby at a location away from the incident scene. Fire and rescue assistance may be requested from the Clemson University Fire Department, if needed.

5. *Command Post*

Once the scene has been brought under physical control, a central site should be designated as a Command Post where persons who are to be involved in the negotiation or tactical process may meet and confer with the On-scene Commander.

6. *Negotiation*

The On-scene Commander, or his/her designee, may be the initial negotiator until more experienced, trained personnel arrive. The barricaded suspect should not be allowed to travel to another location, in a vehicle or otherwise, until the arrival of SWAT support.

7. *Command and Control*

Because the Division must rely on other agencies for SWAT support, the chain of command must be established on the scene as soon as possible. At the onset of the situation, the ranking officer at the scene will assume the role of On-scene Commander until the arrival of a supervisor, command staff or the Director. Upon the arrival of SWAT support / Hostage Negotiation Teams, a clear and easily understood chain of command must be established. As soon as the special units have been briefed on the situation and prepared to assume the responsibility for the inner perimeter, the Director, or his designee, will pass command to the appropriate official. The Director, or his designee, will remain at the Command Post and act as a liaison between the inner perimeter and Division personnel on the outer perimeter. To insure continuity in negotiation, the Division Hostage Negotiator may remain to assist the other agency, if requested.

8. *Hostage Negotiator Selection*

The Division will seek to provide, to some officers, specialized training in hostage negotiation. This will be mainly for first response to hostage situations. All negotiators must be volunteers. The primary purpose of hostage negotiation is to encourage surrender, while minimizing the overall threat to human well-being. Qualities to be sought in prospective negotiators will include the following:

The ability to remain calm under pressure;

The ability to isolate and ignore their own personal emotions;

The possession of good communication skills;

The ability to think fast; and

Patience.

The presence of these qualities in the prospective negotiator will be determined through interviews with the prospect, his/her supervisors, and his/her co-workers.

Explosive / Bomb Threats (Code Blue)

Bomb threats and actual bombings create extremely hazardous situations. These calls must be handled in a manner, which reduces panic and minimizes the danger to all involved.

A. Notification

Upon receiving a bomb threat or notification of a bomb threat on campus, communications personnel will notify the Shift Supervisor on duty and then immediately contact the Director, Command Staff and CU Fire Department. The Director will assume the responsibility for action in the threatened area upon his arrival. Trained bomb personnel are available from SLED and the Explosive's Unit of the Anderson Police Department. The Building Coordinators of the affected area/s will be notified for assistance.

B. Communications

Some explosive devices are radio activated. It is therefore imperative that all Radio or Cellular Phone/CUPD transmissions of responding law enforcement officers cease within ¼ mile of the incident location. All communications regarding bomb threats, bombs or suspected bombs should be done by non-cellular telephone whenever possible.

1. If you receive a bomb threat, obtain as much detailed information as possible.
2. Make a note of the exact wording of the threat, sex of caller, race, age, length of call, number at which call is received, time and date. Inform the caller that the facility is occupied and the detonation of a bomb would result in the death and serious injury of many innocent people.
3. Contact Command Staff/Post immediately with the above information.
4. Command Staff/Post will contact the Director by phone with the above information. After receiving specific instructions from the Director, the Command Staff will announce on all Channels a "Code Blue - Phase I." This will signal all supervisors to report to assigned post (unless specified otherwise) to receive further details and instructions. Highway patrol will report to their posts.
5. The Director will determine if evacuation of the facility is necessary. It is imperative that radios remain clear for emergency transmissions. Use telephones whenever possible. NEVER announce on the radio there is a bomb threat. Do not even say "bomb" in the presence of patrons. If patrons notice bomb search personnel inspecting the facility, and inquire about what they are doing, state politely that something of value has been lost and they are looking for it. NEVER state they are looking for a bomb. If you discover a suspicious object, report it to your supervisor immediately, noting the location and description of the object. Do not touch it.
6. If proper authorities determine that we must evacuate the facility, follow the guidelines set forth in the Emergency Evacuation section.

C. Search Procedures

Upon notification, officers in the immediate area will respond and report to the on-scene commander or the EOD Technician. Searching of the specific location should be accomplished by the occupants of the location under the direction of the On-scene Commander or the EOD Technician. Law enforcement officers may search the location in accordance with the specific instructions given by the On-scene Commander or the EOD Technician. Occupants at the suspected location should be involved to identify packages or different types of apparatus that may appear “not to belong” in that area.

1. If the location of the device was indicated, that location should be checked first.
2. If a location was not indicated, searching operations generally start on the exterior and toward the interior. Once on the inside, searching operations start from the lowest level and work upward.
3. The interior search should commence with those areas most accessible to the public and areas containing service equipment. When searching use caution and any property manipulated should be moved with extreme caution.
4. Some of the areas to be checked include public access areas, i.e., lobbies, bathrooms, stairs, engineering spaces, maintenance closets/lockers and trash cans.
5. Once a suspicious item is found, it should not be touched by anyone except trained Bomb Technicians. Personnel discovering the device should secure the area and notify the Bomb Personnel. Any personnel assisting or conducting a search in which no item was found does not have the authority to declare an area “safe”. They should only state: “nothing has been found”. If a suspicious item is found, the local fire department and other emergency personnel will be notified to respond to the incident scene.
6. Search team personnel will consist of police officers, firemen and building coordinator.

D. Evacuation

The decision to evacuate a building or facility on the University campus will be done by the Director or his designee. If a device is found in a building, the building must be evacuated immediately by law enforcement personnel. This evacuation should be done by word of mouth. During evacuation, personnel should be strategically placed to direct everyone out of the danger area.

If the decision to evacuate has been made, we will then be in “Code Blue - Phase 2.” “Code Blue-Phase 2” will be announced over the radio and the evacuation procedures will begin. Each supervisor will have a predetermined meeting location (within their area of responsibility) for emergency situations. The supervisors will relay all information to personnel who are in turn responsible for relaying the information to their staff such that no one on staff is surprised when they hear the emergency evacuation announcement.

Prior to the emergency announcement, gate personnel will clear all exits of debris.

Gate personnel will be responsible for opening designated exit gates. Also prior to the emergency announcements, the teams and participants will be notified and escorted away from the facility.

As soon as the gates are open, the emergency announcement should be made to the patrons.

Upon hearing the emergency announcement, officers and ushers will man their designated area to supervise the orderly evacuation of patrons. Do not allow anyone other than emergency personnel to enter a restricted area.

All patrons should move rapidly to assigned exits, but in no instance, excepting immediate danger, should anyone run. Ask guests to remain calm and proceed to the nearest exit.

Common sense should prevail. Under no circumstances should anyone use the elevators. All personnel exiting the facility will move at least 500 feet away.

The Director or his designee will meet with search teams when completed and make a decision to reopen the building/facility.

E. Vehicle Searches

Officers will not attempt to search a vehicle that is suspected of containing a bomb or other explosive device. The Division EOD Technician or back-up bomb personnel may only conduct this search. Officers suspecting an explosive device should secure the scene and notify the appropriate personnel immediately.

F. Suspected Device Found

Upon discovery of a suspicious object or explosive device, evacuation of all persons, including officers, should be accomplished. All individuals should go to an area at least 500 feet away, which would be free from flying debris. Damage to property can be minimized if doors and windows are opened to allow the rapid escape of blast pressures in the event of a detonation. When an evacuation has occurred, NO ONE other than Bomb Technicians and those persons required to assist the Bomb Technicians will be allowed within the danger area until the area has been released by Bomb Personnel.

If a reported time of detonation is given, with the exception of Bomb Personnel, all other law enforcement personnel should evacuate the area a minimum of 15 minutes prior to the reported detonation time.

G. Command Post

The EOD Technician, Director, Command staff, or Shift Supervisor should establish a Command Post to direct law enforcement operations. It is vital that security measures be established whenever a suspected explosive device has been located. The danger area must be isolated and crowds must be controlled. If it is necessary for larger numbers of people to be evacuated into the street, additional traffic control problems may be involved. It is imperative that a traffic lane is kept open for emergency vehicles and unauthorized vehicles kept away from the scene. Areas near fire hydrants, standpipes, and fire lanes should be kept clear of obstacles.

In the event of a detonation, many injuries may be likely from flying glass or fragmentation. It is therefore imperative that crowds be kept away a minimum distance of 500 feet.

H. Special Facility Considerations

1. Memorial Stadium

Any threats or found devices directed against this facility during any event will be referred to the command post for action. The EOD Technician or his back up will be present to coordinate appropriate activities.

2. Littlejohn Coliseum

Any threats or found devices directed at the Coliseum during events will be referred to the Captain in charge of Coliseum Security. The Captain, in consultation with the Coliseum Director will take appropriate action until the EOD Technician or the Associate Director arrives.

Reports

All service calls related to Bomb Threats or Found Devices, or other related incidents, are required to be documented in detail on the appropriate report(s). All reports will be forwarded to the Director for evaluation and review. If a device was found, the incident will be reported to the National Bomb Data Center.

Special Events

Clemson University hosts many large events throughout the year. These events include, but are not limited to, athletic events, concerts, dances, parades/demonstrations, conventions, etc. The Division will coordinate and plan law enforcement operations for Special Events. The following guidelines are to be used as a foundation for developing specific plans for each event.

A. Responsible Authority

The Director has the final authority for plans covering an event. The Director will be the principal advisor for all Special Events. A single person will be appointed as the event supervisor for each scheduled event.

2. The event supervisor will determine personnel needs and will coordinate law enforcement activities inside and outside the Division. He/she will be the liaison to other assisting law enforcement, fire, and emergency medical support.

B. Traffic Control

If requested by the event supervisor, the Patrol Section will provide traffic direction and control for most large events held on the University campus. For larger events, the Clemson Police and the South Carolina Highway Patrol will assist with traffic direction and control at major intersections in the area. All involved agencies will be notified, in advance if possible, of any anticipated traffic problems.

C. Specialized Personnel

If excessive crime problems are anticipated at an event, the Division will utilize specialized law enforcement personnel. Such personnel may include the following:

Plain-clothed / Investigators;

EOD Technician;

Narcotics Personnel;

Surveillance Personnel, etc.

D. Procurement / Distribution of Equipment

The event supervisor, in consultation with the Director, will estimate equipment needs for security personnel. The event supervisor will coordinate with those agencies or departments involved, to ensure required equipment is readily available. Such equipment may include: traffic cones; parking barricades; portable booking equipment; Flex-Cuffs; prisoner transportation van(s); etc.

E. After-Action Report

After each large special event, the designated event supervisor should submit an After-Action Report to the Associate Director for review. This report should include any crime incidents, number of arrests, and/or any other unanticipated occurrences and/or problems.

F. Special Facility Considerations

Memorial Stadium

With a capacity of over 80,000 people, Memorial Stadium is the site where major athletic events and concerts are held. The Director is responsible for scheduling and supervising security and law enforcement personnel for athletic events and concerts held at the stadium. The Director ensures there is sufficient crowd control and safety for patrons of the event.

The Director also serves as a liaison with federal, state and local law enforcement agencies, and contract security providers for traffic control, ingress and egress of vehicles and pedestrians, news media, emergency vehicle access, medical personnel, and parking problems. The South Carolina Highway Patrol will handle all traffic control activities for these large events.

2. Littlejohn Coliseum

Littlejohn Coliseum is another site where major athletic events, concerts, banquets/receptions, conferences, graduation, etc. are held. The Director will determine security and law enforcement personnel needs. He will ensure proper crowd control, patron safety, adequate parking and traffic control, and adequate medical/fire personnel.

Dignitary / VIP Protective Security

A “Very Important Person” (VIP) is defined as a dignitary, famous personality, notorious person, or any other person in need of special security, as determined by the Director.

A. Responsibility and Authority

The Director has the final authority for the plan covering a VIP/Dignitary security detail. The Director will be the principal advisor for all matters involving protective security. For each detail, the Director will either appoint a Protective Security Coordinator, or assume the role himself. The Protective Security Coordinator, in consultation with the Director and the command staff, will determine all personnel needs.

B. Equipment Requirements

The Protective Security Coordinator will determine the equipment needs for the operation. Required equipment may include the following:

Special vehicles;

Body armor for VIP / Dignitary

Any special weapons;

Surveillance equipment, etc.

C. Travel Routes

The Protective Security Coordinator will plan primary and alternate travel routes. Prior to the arrival of the VIP / Dignitary, the travel route will be secured and possible threat points will be identified. The travel plan will include an “escape route” and route to the appropriate medical facility. Drivers should be thoroughly familiar with the travel route prior to the scheduled escort.

D. Intelligence

In addition to the travel route, all locations accessible to the VIP / Dignitary should be searched in advance. Protective Security Personnel should be thoroughly familiar with the facilities that the VIP/ Dignitary will occupy. The Protective Security Coordinator will research possible hostile persons or groups that may present a threat to the operation.

E. Agency Coordination

The Division will coordinate operations with the United States Secret Service, Federal Bureau of Investigations, South Carolina Law Enforcement Division, and/or any other agency involved in the security detail. Protective Security Personnel will notify other Division employees of pertinent information and any assigned duties. The Protective Security Coordinator will also identify and coordinate with local medical facilities, emergency medical services etc., if necessary.

F. Communications

The Protective Security Coordinator will determine equipment needs for communications. Mobile radios capable of operating on joint agency channels may be used and/or a designated "special" channel. Operational plans will be provided to the Communications Center in advance, and Communications Personnel will be briefed of any anticipated duties.

G. Identification

As determined by the Protective Security Coordinator, personnel working the detail should wear tags or pins identifying themselves to other law enforcement personnel as needed.

Annex C - Clemson University Fire Department and Emergency Medical Services

Mission

The Clemson University Fire Department-Emergency Medical Service (CUFD-EMS) will provide for the coordination and use of all fire fighting and emergency medical (ambulance) resources utilized on the Clemson University campus during a disaster.

Concept of Operations

The CUFD-EMS is a department within the Division of Municipal Services.

The Dean of Municipal and Health Services under the Division of Student Affairs supervises the Fire Chief.

The CUFD-EMS maintains signed mutual aid agreements with:

Oconee County Fire Service,
Anderson County Fire Department, and
Central Fire Department.

Through the Pickens County Emergency Operations Plan, the following fire department are also available:

Pickens, Easley, Liberty, Six Mile, Norris, Pumpkintown and Dacusville Fire Departments.

The CUFD-EMS will utilize an Incident Command System to manage emergency activities involving fire, emergency medical, rescue, hazardous materials, and other situations where fire department intervention is required to contain an emergency.

The Incident Commander (IC) will establish a command post at the scene of the emergency and will be responsible for controlling all available assets he/she deems necessary to complete operations.

If the IC feels that a "MAJOR EMERGENCY" should be declared, contact will be made with the Dean of Municipal and Health Services or Emergency Preparedness Director as soon as possible.

Once a "MAJOR EMERGENCY" has been declared by the President of Clemson University or his/her designee as established by the Line of Succession-the CUFD-EMS will dispatch a representative with a portable radio to the EOC at its designated location. This individual will serve as a fire department liaison with the Executive Section of the CUEOC.

State Statute 6-11-1430 established the Fire Chief or-his/her designee-as the local authority responsible for evacuation of citizens from hazardous areas. When a limited evacuation is ordered, considerations will be made to the following evacuation locations:

Fike Recreation

Little John Coliseum

Jervey Gym

Hendrix Center (Ballrooms and Theater)

The Pickens County chapter of the American Red Cross will be notified and is responsible for shelter staffing. A representative from the CUFD-EMS will be designated as a liaison at the evacuation center until another representative from the University can assume that responsibility.

Where a reportable hazardous materials spill/release (as defined by EPA) is encountered, the Pickens County Emergency Preparedness (PCEPD) Director MUST be notified as soon as possible and the appropriate documentation completed after the incident and submitted to the PCEPD.

The CUFD-EMS will be responsible for evacuation as necessary and containing the hazardous material utilizing available resources.

Special attention will be given to the protection of the environment (water, soil, buildings, and equipment, air, etc)

The releaser (owner) of the hazardous material will bear all fiscal responsibility for the incident including cost of the fire department and other Clemson University operations as well as damage and or loss of assets.

The releaser (owner) of the hazardous material will be responsible for the clean-up and disposal of the contamination in compliance with applicable EPA and OSHA regulations.

The CUFD-EMS will perform and/or supervise the removal of entrapped victims of the Clemson University campus. Where the rescue requires specialized equipment not normally available to the CUFD-EMS, the IC shall make requests to the Operations Section of the CUEOC for necessary resources.

When a building collapse or heavy rescue classified as urban search and rescue (USAR) is encountered, a request will be made by the IC to the Operations Section to request for necessary resources from PCEOC.

The CUFD-EMS will perform and/or supervise all fire suppression activities on the Clemson University campus.

Mutual Aid forces will be utilized as necessary as the back-up or primary resources

The CUFD-EMS will perform or supervise all emergency medical (ambulance) activities on the Clemson University campus.

Through the Pickens County EOP, the following off campus emergency medical services are available: Pickens County EMS; Pickens County Rescue Squads.

Additional ambulance resources would be secured through the CUEOC via the Pickens County EOC.

During initial phase of a multi-casualty incident, the Mass Casualty Trailers from Pickens County EMS should be requested.

CUFD-EMS personnel will follow Standing Orders issued by the CUFD-EMS Medical Director. Outside EMS agencies will utilize protocols established by their own Medical Control Physicians.

The IC will establish a Triage Officer (TO) who will be responsible for assessing treatment and transport priority. Initially, a CUFD-EMS paramedic will be assigned as TO and may be relieved by an individual from an outside agency of equal or greater qualification.

Fire, EMS, Police and other emergency workers injured during operations will receive first priority in triage.

Treatment/transport priority

Victims who are assessed to be biologically dead at the scene should not be moved from their location until the Pickens County Coroner has given permission.

When at all possible, video and/or still photo documentation by a Clemson University authority shall document the scene of all fatalities.

The food service contractor, using refrigeration trucks, will provide temporary mobile morgues, if necessary. Temporary morgues will be established at dining hall facilities as needed.

The IC will appoint a Transportation Officer. The Transportation Officer must maintain records of names and destination points for all individuals transported and the agency providing the transport. This is especially important when university students are concerned.

Adequate staff support should be provided by the IC to perform this task. This information will be made available to the CUEOC.

Proper documentation of patient care will be completed.

All ambulance providers will utilize the DHEC Incident Report Form and copies of forms of patients transported from Clemson campus will be provided to the Clemson University Fire Chief upon request.

The CUFD-EMS billing form will be completed only on a time available basis to expedite availability of ambulance resources.

The need for physician support in the field will be determined by the IC and shall be requested through the CUEOC. If possible, physician support should come from the Redfern Health Center.

The IC shall be responsible for releasing EMS resources no longer needed.

A debriefing session will be scheduled as soon as possible following the disaster to minimize critical incident stress of personnel from all involved agencies.

a) An operational debriefing will be held as soon as possible following the disaster to identify problems encountered during the disaster and possible solution to problems. The Fire Chief shall file a report with the Dean of Municipal and Health Services summarizing the operation debriefing.

Supplement to Annex C

Introduction

This is a plan outline for handling a multiple-casualty incident (MCI) where the quantity and/or severity of patients overwhelms and exhausts special event medical operations and/or CUFD-EMS operations as a whole. This plan is designed to parallel Pickens County and Oconee County mass casualty operations to ease acceptance of mutual aid in achieving the primary goal:

TREATING/TRANSPORTING THE LARGEST QUANTITY OF PATIENTS IN AN ORDERLY AND EFFICIENT MANNER WITH THE LOWEST POSSIBLE MORTALITY.

A Mass Casualty Incident (MCI) requiring activation of this plan shall be defined as more patients that can be treated/transported when all CUFD-EMS resources are committed:

Normal department operations: >6 patients requiring ambulance transportation.

During special events: Quantity of non-ambulatory patients more than exceeds the capacity of the available transport units at a given time.

A stadium/coliseum incident or a sector incident may be declared requiring less than full implementation of the plan when a given treatment room, special event sector, or the event as a whole may be temporarily overwhelmed.

Any time there are 12 or more non-ambulatory patients.

The Fire Chief or incident commander may declare three levels of emergency:

ON-SITE EMERGENCY-Pickens and Oconee Counties will be advised that a situation exists with the potential for deterioration. No mutual aid is requested. CUFD-EMS will respond all available resources.

LIMITED EMERGENCY-Due to a shortage of transport units, mutual aid from Pickens County is requested with 1-2 ambulances.

GENERAL EMERGENCY-MCI is declared with all available mutual aid from Pickens and Oconee Counties requested.

It should be recognized that a special event incident would present with different tactical and logistical problems than a typical incident where one unit with 2 responders is the only personnel on scene for a period of time:

Several uncommitted treatment teams are immediately available for assignment;

Panic and evacuation of events attendee;

Traffic congestion hindering transportation and mutual aid response

Concepts To Managing an MCI

The incident commander system shall be utilized in all operations. The one person in charge must be known and easily identified at all times

The initial triage must be brief and in the context of size of incident. (i.e. patients otherwise treated as priority may have injuries incompatible with life under the circumstances)

Radio traffic must be kept to a minimum

Mutual aid responders shall remain on their own primary frequency unless otherwise directed by the IC

Plain English should be used in all radio transmissions

Manpower, resources, mutual aid must be notified as soon as possible

Triage/Treatment/Staging areas must be clearly identified and easily accessible

Evacuation of patients must be entirely based upon priority

Distribution of patients must be logical and based on two-way communication with regional hospitals

Due to prolonged traffic congestion at special events, the decision to provide limited on-scene treatment/rapid transport Vs extensive on-scene treatment/delayed transport shall be made by the operations section commander with the incident commander

Physicians and Nurses shall be assigned to treatment areas involved with direct patient care. These personnel should not be involved with extrication or triaging of patients

Due to the quantity/severity of patients, and the limited supplies of potential for prolonged on-scene time, normal treatment protocols must be modified to direct supplies to those patients that will most benefit with the lowest mortality

Responding units and returning transport units should make every effort to restock capital equipment/disposable supplies from hospitals and mutual aid agencies while not delaying return response

Initial triage for patients shall be based on the following criteria:

-SALVAGE OF LIFE TAKES PRECEDENCE OVER SALVAGE OF LIMB-

A four-category system shall be utilized to triage all patients:

RED: HIGHEST PRIORITY-Critical but salvageable patient in persistent danger of Asphyxiation or Exhanguination

YELLOW: SECOND PRIORITY-Serious danger from Asphyxiation or Exhanguination but can survive delayed transport with stabilizing treatment and support care

GREEN: LOWEST PRIORITY-Stable with no danger to life or limb with a prolonged delay in transport; Critical injuries that are deemed incompatible with life or untreatable under the circumstances.

BLACK: DEAD

START TRIAGE WILL BE UTILIZED TO SORT ALL PATIENTS INTO A CATEGORY.

Initial triage of patients shall be performed with 3" of appropriately colored tape from the MCI kit placed over the victim's heart. Re-triage and documentation of injuries/treatment shall be performed during extrication/treatment utilizing patient tags.

Personnel positions:

MEDICAL INCIDENT COMMANDER (IC): (The person responsible for overall operations)

The CUFD-EMS duty shift supervisor shall be the IC pending arrival of the Fire Chief, and shall establish the command post in an appropriate location.

During special events, Medical Command shall assume the role of IC when the MCI plan is activated; The command post shall be established in the severity/operations booth of Memorial Stadium for all MCI during special events regardless of location of the incident.

OPERATIONS SECTION COMMANDER (OC)-A senior paramedic reporting directly to the IC, responsible for coordination of activities logistics, and management of medical operations.

TRIAGE OFFICE-An experienced paramedic assigned by the OC (or 1st arriving EMT-P where IC has not yet been established). Who makes the initial triage and tags patients by priority and reports a size-up to the OP. When possible the Triage Officer should remain to direct extrication.

TREATMENT OFFICER-A senior paramedic assigned by the OC who locates and marks for clear ID the 4 areas where casualties are extricated to for treatment prior to transportation. This officer is responsible for all treatment/stabilization and may assign an assistant(s) to oversee each triage category and direct treatment personnel. The treatment officer determines which patients are to be transported by priority.

STAGING OFFICER-A knowledgeable person assigned by the OC (reports directly to the IC) that supervises location and management of personnel pool awaiting assignment, supply/equipment resources on scene, and direction of incoming ambulances.

TRANSPORTATION OFFICER- A knowledgeable person appointed by the OC who is responsible for systematically assigning patients to ambulances, staffing the ambulances, and recording all information regarding qty/severity/distribution of patients to regional hospitals. This person must communicate with each facility to avoid under/over-utilization.

Paramedic/EMTs/Firefighters/Rescuers-Responsible for reporting to the personnel staging area for assignment as directed. These persons are used for extrication, treatment/stabilization, staffing ambulances and other activities as needed.

SAFETY OFFICER- A senior, knowledgeable person familiar with all areas of operations that monitors the incident for unsafe practices, reports directly to the IC, and has the authority to stop any unsafe operation without prior consent of the IC.

Initial Dispatch/Response

When the initial dispatch reveals a potential or actual MCI, CUFD-EMS shall respond E1, M1 & M2 (with solo crew if necessary) and S2 as the MCI equipment unit. E2& L1 shall be responded for rescue when personnel become available.

The shift supervisor shall immediately request re-dispatch with off duty/volunteers requested for manpower.

The first arriving units shall perform size-up, triage, and establish IC per CUFD SOG

MUTUAL AID

If more than 6 patients are encountered 2 EMS units should be requested from PCEMS

If more than 12 non ambulatory patients are encountered additional ambulance should be requested from OMH EMS and PCEMS should be directed to respond all available units with MCI trailer, EMS Supervisor, 501/502.

Mutual aid from ACEMS should be requested depending on need

Special Events

Division Incident-If a treatment room and/or entire Division is presented with more patients than can be effectively treatment and/or more non-ambulatory patients than transport units exist, a "Division MCI" may be declared by the Sector Commander after consultation with stadium command.

The appropriate Sector officer shall become the Operations Commander

Positions as needed will be appointed by the OC

E2 Task Force will respond to the scene and assist as directed

When dispatch, Station 1 equipment/personnel (including S2) will respond to a staging area near the West end of the stadium

When directed by the IC, Division Commander(s) in unaffected areas shall send uncommitted teams in his/her area to a staging area for assignment by the OC

Where feasible, patients should be directed to other areas of the event to prevent continually overwhelming any division

Transport if indicated should be initiated IMMEDIATELY to mitigate the incident as soon as possible

Large Scale Incident-When a MCI is declared by Operations:

The Division Supervisor closest to the Incident shall become the OC (or as appointed by the IC)

A Triage Officer shall be appointed immediately by the OC triage should be performed and a size up communicated ASAP.

Officer assignments shall be made as personnel become available

E2 Task Force should respond and report to the OC

Station 1 will be dispatched and will respond with all personnel, E1/E2, S2, M1/M2 if not already committed

Station should secure "MCI" tagged supplies from their locations in supply and report to staging

The IC shall contact and request mutual aid (PCEMS/OMHEMS/ACEMS)

All treatment teams in the affected area should report to staging

When indicated by the IC, uncommitted treatment teams in unaffected areas should respond to staging unless otherwise directed

As directed, all on-scene units should "download" equipment & supplies in the staging area prior to initiating transport.

General Procedures

Central and Corinth-Shiloh FD should be placed on standby for fire response

If special circumstances require all resources of CUFD-EMS (i.e. Rescue/Fire/Hazmat, etc....) PCEMS shall be assigned as Medical Branch under the Operations Center

Supplies from Station 1, Redfern, PC and OC should be procured as soon as possible

E2 Task Force should take-over extrication of patients to the treatment areas under the direction of the Triage Officer

Shuttle bus(s) should be secured for green ambulatory transport

Transport crews should not waste time delivering patients to the interior of hospitals and should return to the scene ASAP

A transportation log should be kept indicating:

- Ambulance ID

- Destination

- Departure time

- Patient name (or tag ID#) and injury id (DHEC signal)

Transport units should refrain from using the radio to indicate departure/arrival

When indicated by the operations commander the Transportation Officer shall advise all crews to disregard normal paperwork procedures

A DHEC form 1050 shall be filled out for each patient with all blocks filled in, including patient id (or triage tag # if ID unknown), brief commentary listing MOI, C/C, Assessment findings, Treatment, and Reassessment enroute. Receiving signatures are not necessary. Billing information should be gathered as feasible.

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MEDICAL SERVICES: All services will be provided in Redfern

ADMINISTRATION: All employees will remain in Redfern

Type of patients treated at Redfern:

Victims that have been triaged at the scene and categorized as ambulatory "GREEN" by triage personnel at the site. These are victims who are stable and whose injuries are minor (such as uncomplicated fractures, wounds, burns and psychological problems).

Walk-ins

Notification of disaster: Any of the following may receive notification of the mass casualty:

Exec. Director, RHC

Director, Medical Services

Director, CAPS

Asst. Director, RHC

Initiation of RHC Disaster Management Plan

The Executive Director (or other as listed above) will announce:

"CODE GREEN"

Existing patients will be triaged to determine those that can be discharged and those that must remain. The remaining patients should be relocated to the lobby.

Supervisors will assign staff to designated areas (see floor plan):

Medical Staff

MD-Triage

MD-Minor Surgery

MD-stay

MD-stay

NP-stay

NP-to Central Supply

NP-to Orthopedic Holding

Nursing

Supervisor-deploy staff and float

HN-Central Supply (deploy mass casualty kits to ambulance entrance and Women's Clinic doorway).

HN-(Women's Clinic)-stay

RN- 2 to triage
1 to Procedure Room
2 stay with MD's
1 stay in Nurse Practitioner Clinic
2 to Nurse's Clinic
1 to lobby

LPN- to Nurses Clinic

Laboratory

Supervisor-stay

Techs-both to triage as runners

Pharmacy

Supervisor-stay

Pharmacist-stay

Cashier-stay

Cashier-x-ray runner

Radiology

Supervisor-stay

Tech-stay

Health Education

Director-traffic control, corridor I

Educator-traffic control, corridor II

CAPS

Director-deploy staff and float

Adm. Spec.-Redfern Library

Adm.Spec.-stay

Counselor-stay

Remaining counselors deployed within Redfern or at disaster site.

Administration

Executive Director-deploy staff, coordinate with EOC and float

Admin. Asst-assist Director

Assistant Director- communication coordinator (radio, public Relations and EOC)

Admin Spec-communication (record keeping)
Insurance-communication (runner)
P.I. Coord.-Nurses Clinic (runner)
Operations Manager-deploy staff and front door
Acct-back-up for switchboard
Acct-runner at front door
Switchboard operator-stay
Custodian-clear all hallways of everything but chairs and benches
Custodian-place chairs outside Procedure Room
Health Information Manager-deploy staff and stay
M.R. Clerk-nurse clinic runner
M.R. Clerk-central supply runner
M.R. Clerk-lobby runner
Network Manager-runner for Director
Transcription-to triage
Transcription-Women's Clinic runner
Transcription-Library/runner
Prepare facility to receive patients:
Nursing Supervisor (or designee) lock "employee entrance"
Nursing Supervisor (or designee) open ambulance entrance door
Custodial Personnel will clear hallways and place chairs in designated areas.
Head Nurses distribute "Mass Casualty" supply boxes to ambulance door and Women's Clinic entrance. Boxes are stored in Central Supply and contain the following:

- Gloves
- Goggles
- Bio-hazard waste containers
- Clip board
- Pens
- Stethoscope
- P.P. cuff
- Scissors
- Dressings (4x4 and curlex)

Tape

Labels

Charting

We will chart on the Disaster Tags (copy attached) provided by EMD as attached to each victim. We will affix a label (in our mass casualty supply boxes) requesting information on allergy, chronic medications and chronic conditions to each tag.

The Disaster Tag is to remain in the building after the patient is discharged. The tags should be given to the Health Information Manager.

Security

As soon as RHC is notified of mass casualty, CUPD will dispatch an officer with a radio to RHC. The officer will help to control victims and others at the main entrance (inside the building if necessary).

Annex E - Public Affairs

Mission

Public Affairs is responsible for leadership and management of the University's public relations, marketing and communications programs. Its mission is to facilitate accurate, frequent, productive and widespread communication, to build awareness of and support for the University, to support, expand and maintain the University's communications technology infrastructure, and to provide consultation and advisory services on marketing, communications and public relations issues.

Concept of Operations

The Chief of Public Affairs Officer is designated to handle all university crisis communication, and to serve as university spokesperson in crisis, emergency, or sensitive situations.

Back-up is the Director of News Services

Clemson University has adopted a Disaster Management Plan, and the Chief of Public Affairs Officer/University Spokesman and Director of News Services will serve on the Crisis Management Team.

Back-up is the Director of News Services

Upon being notified of a "MAJOR EMERGENCY" Public Affairs will provide a representative in the CUEOC located at 105 Tillman Hall or alternative site (See Annex A).

Public Affairs will be a member of the Executive Section in the CUEOC

Tillman Auditorium will be utilized for scheduled news media briefings unless another location is need

Scheduled briefings with new media will be 10:00 am and 3:00 pm

Clemson University has a general policy of openness and honesty in dealing with the public and media in all situations and takes a proactive approach to crisis communications.

Public Affairs and News Services will be accessible to and cooperative with the news media in crisis situations.

Releasable information is guided by the SC Freedom of Information Act, the Family Education Rights and Privacy Act, and Clemson's student judicial procedure policies.

SEE APPENDIX FOR COPIES OF RELEVANT POLICIES

Communications Guidelines

The goal of crisis communication is to: (1) provide information that will help protect lives, safety or property, (2) protect the credibility of the institution and the people who run it, (3) further accurate news coverage by have a consistent, accessible source of authorized information, (4) shorten the duration of negative news coverage, and (5) prevent or minimize long-term damage to the institution's reputation.

Crisis communication is guided by the knowledge that there is only one opportunity to make the first statement for the University.

All news releases, official statements, publications, flyers, Inside Alerts, mass e-mails, direct mail or other communication related to the crisis will be coordinated through News Services. Information will be distributed as quickly as possible according to the following priorities:

Crisis Management Team, Emergency Notification Group, Trustee House Staff

Key Media

Inside Now (E-mail to Faculty, Staff and Students

Inside Alert (flyers posted on campus @ request of CUPD

ClemsoNews, Web page, Cable information channel

Other state agencies as necessary

A continuous flow of accurate information must begin as soon as possible after the crisis begins and continue until the crisis has run its course. All information distributed to the public and constituents will be truthful and verified for accuracy. Efforts will be made to investigate and clarify rumors.

The University will release its own bad news when feasible to maintain as much control as possible over timing and content of the initial news reports and to ensure that the University's message reaches constituents. Each situation must be assessed individually to determine what is in the University's best interests, but situations that could lead to a news release include:

Arrest of a student or faculty or staff member by the university for a felony involving death, serious injury or a threat to the safety of others on campus;

Felony arrest involving a public figure (*executive officers, deans, student athletes, elected student government officers*);

Incidents involving misappropriation or misuse of public funds;

Arrests leading to interim sanctions such as immediate suspension or dismissal of a student or faculty or staff member;

Mitigating circumstance (*i.e., a recent "rash" of incidents that have heightened public concerns*);

Incidents that might impact public health (*measles outbreak, hazardous spill*).

News Services will offer assistance on handling media inquiries to family, friends, faculty, roommates and associates of the victim of an accident or crime.

COMMUNICATIONS MECHANISMS POTENTIALLY AVAILABLE DURING A DISASTER

Inside Alert (to be issued only through News Services)

Inside Now (to faculty, staff, constituent group liaisons, and the emergency notification group)

News Releases

Media Briefings and News Conferences (satellite uplink)

ClemsoNews (e-mail list-serve)

World Wide Web

Voice Mail

Flyers in student P.O. Boxes

Housing residential staff

Cable Information Channel

Mass constituent mailings (as needed)

Photos and video

Phon-a-thon Phone Bank (110 Daniel Drive)

Hotline

SEE APPENDIX FOR ELECTRONIC COMMUNICATION INSTRUCTIONS

Advance Preparation

Public Affairs will provide crisis communication training and media training for executive officers and key staff.

Crisis communication team members and all News Services staff members will receive crisis communication training annually.

Key communications staff members will be provided with an emergency call list, to be updated annually. The CPAO will maintain an executive officers emergency call list.

Administrative council members, crisis management team members and other key staff will be provided with an emergency call card, updated annually.

The following list key constituents and the best way to reach them:

<u>Students</u>	<u>Media</u>	<u>Parents</u>	<u>Legislators</u>
E-mail Flyers Media CU Home Page Student Affairs Personnel	Releases News Conferences CU Home Page	Switchboard Media Students Visitors Center Hotline	Media E-mail Columbia Office
<u>Trustees</u>	<u>Advisory Boards</u>	<u>Faculty & Staff</u>	<u>Alumni</u>
Board Secretary	Constituent Group Liaison	Inside Now Inside Clemson Deans, Directors & Department Chairs Media ClemsoNews CU Home Page	Alumni Center ClemsoNews Direct Mail Clemson World ANC Liaison Media CU Home Page
<u>Donors</u>			
Development CUF Board Liaison Media			

WHAT TO DO WHEN A DISASTER OCCURS-ACTION CHECK LIST

The CPAO or Internal Communications Director or Senior PIO will alert crisis communication team members, who will assemble at the Trustee House immediately to begin work on initial assignment. *(Note: If the crisis management team or disaster management team has been mobilized, Cathy Sams and Robin Denny will meet with them first and will communicate with the communications team as quickly as possible. The Internal Communications Director or Senior PIO will direct Trustee House operations in the interim.)*

2. Assess and manage media situation-determine if a media briefing will be needed and schedule if necessary. Assume media are already at the scene.
 Arrange location for briefing (consider need for live broadcast capability and parking for satellite trucks)
 Schedule university video coverage & availability of feed
 Contact key administrators and staff members who need to be present at the briefing

Make sure that the Trustee House switchboard is manned to field media calls.
Messages

should be delivered in person, not by E-mail

Determine if a temporary media work area is needed

3. Send a staff member, with walkie-talkie, to the site of the emergency Command Post and will report to the incident commander as the Public Information Officer (PIO) to assess the situation. If the media are present, the staff member will establish a briefing area away from the command post should tell media that a statement would be available soon and begin noting their questions. Determine photo and video limitations with Incident Commander from CUPD and CUFD.

a) Send a staff member to the Clemson University Emergency Operations center (CUEOC) located at 105 Tillman Hall or alternative site (*See Annex A of Disaster Management Plan*). This staff member will become a member of the Executive Section of the CUEOC.

4. Arrange for University photo and video coverage of the incident if necessary.
5. Prepare the initial release. Tillman Hall Auditorium is the designated news briefing area unless determined otherwise by the Executive group at the CUEOC. It should include major, known facts, such as:

Nature of incident, when and where it happened

Recommendations for action to be taken by the public or a constituent group (*i.e., quarantine information, roads that have been closed, numbers to call for information, class cancellations, etc.*)

How the University is responding (*stress actions that are under way*)

Extent of known injuries

Status of the injured parties-known fact (*i.e., transported by EMS to Oconee Hospital, treated and released at Redfern, etc.*)

The release should not include the following:

Names of dead or injured persons until families are notified

Cause of accident unless determined through proper investigative channels

Cause of death unless determined by coroner

Monetary estimates of damage

Speculation of any kind

Any statement that appears to place blame

Information protected by state or federal law

6. Begin gathering relevant background information and anticipating possible follow-up questions to prepare for press briefing. Gather any documents or publications that would be helpful to reporter covering the story (*i.e., Student Handbook, Facts brochure, etc*)
7. Distribute initial release to:
 - Executive Group at EOC
 - Crisis Management Team (*for advance review if time permits*)
 - Beth Jarrard (*for Inside Now, Inside Alert or other need*)
 - Beth Holland (*for distribution to the remainder of the this list*)
 - News Media (*key Media FAX list*)
 - Emergency Notification FAX list (*includes President's Office, Call Assistance*)
 - Constituent Group Liaisons FAX list
 - Visitors Center
 - Madren Center
 - Columbia Office
 - ClemsoNews
 - Carol Usher (*for home page lead story, cable, radio channels*)
8. Deliver statement to media at the scene and/or at the press briefing. Pre-scheduled briefings are at 10:00 am and 3:00 pm in Tillman Auditorium. Field questions and let media know when additional information will be available. Arrange for follow-up news briefings as necessary.
9. Keep President, Crisis Management Team and other key officials apprised on communications efforts and potential media coverage. Advise officials on communication with faculty and staff in their departments.
10. Monitor and distribute news clips about the situation. Correct any misinformation in news coverage.
11. Monitor opinions, misperceptions and concerns of faculty, staff and students, and follow-up with additional communication as warranted. Monitor nature of incoming calls, Internet discussion, E-mail responses to Inside Now, etc.
12. Maintain a complete file of all news releases, statements, flyers and publications, along with video and photo records and relevant notes. Maintain a record of all media inquiries fielded.

After the situation is resolved, the crisis communication team will convene to review response, prepare a report for the EMT, and suggest improvements to the crisis communication plan.
14. Send report to the crisis (or disaster) management team chairman.

CRISIS COMMUNICATION ASSIGNMENTS

The core crisis communication team is the Chief Public Affairs Officer, the Director of News Services, the Internal Communication Director, and the News Services Data Coordinator. Other public information directors may be added. All Public Affairs staff members are on call during a crisis and should check with their supervisors for assignments.

Annex F - University Facilities

Mission

The mission of University Facilities is to create, enhance and maintain a high-quality living, learning and working environment that enables the University's teaching, research, public service and student development programs to reach their fullest potential.

Concept of Operation

University Facilities Activities

This annex delineates those activities and actions that will be taken by University Facilities, which will be carried out during the implementation of the overall Clemson University Disaster Management Plan. Catherine Sams will be the spokesperson for University Facilities.

Mobilization

Upon presidential declaration of a "major emergency" University Facilities will mobilize in the following manner:

Two Key Personnel will be contacted:

Bob Wells, Chief Facilities Officer, 656-0244 (office), 882-7719 (home), 303-0040 (cell)

Bill Hughes, Director of Maintenance Services, 656-0688 (office), 654-0653 (home), 303-1864 (cell)

The two key personnel will then make the following contacts:

Mark Wright, Director of Construction Services, 656-1238 (office), 654-2694 (home), 303-1465 (cell)

Gerald Vander Mey, Director of Planning Services, 656-5191 (office), 646-9531 (home), 303-1558 (cell)

Jeff Hinson, Director of Utility Services, 656-7300 (office), 882-6502 (home), 303-1312 (cell)

Adrienne Gerus, Director of Landscape Services, 656-4229 (office), 646-6211 (home), 303-1341)

Andy Anderson, Director of Custodial, Recycling and Special Events, 656-4940 (office), 370-9094 (home), 303-0093 (cell)

Todd Barnette, Director of Support Services, 656-4926 (office), 225-4115 (home), 303-0041 (cell)

Personnel mentioned will be notified and will then implement notification of appropriate shop supervisors and plant chief operators:

SHOP	SUPERVISOR	OFFICE	HOME	CELL
Air Conditioning	Eddie Herring	656-4421	882-7404	303-0419
Asbestos	Eddie Gilstrap	656-0242	882-2223	303-1476
Carpentry	Johnny Vissage	656-4220	638-3998	303-0459
Electrical	David Payne	656-4419	646-9076	303-0452
Locksmith	Ralph Porter	656-4412	882-7952	303-0772
Maintenance Stores	Tony Cantrell	656-1049	638-3149	303-0068
Paint	Rick Tomlinson	656-4413	646-7493	303-0554
Pest Control	Jerry Cobb	656-0978	944-2332	303-0457
Plumbing	Allan Garrett	656-4420	868-9077	303-0869
Construction	Mike Parker	656-4410	882-2950	303-1472
Sheetmetal/Roofing	Harold Crane	656-4414	868-4339	303-0420
Central Energy Facility	Kenny McDowell	656-6220	226-3216	303-0412
Waste Treatment	Bruce Blackwell	656-2159	647-1117	303-1316

The University Facilities command post will be established in the large conference room of University Facilities, Klugh Avenue. The alternate site for the command post will be the Operations Building of the Waster Treatment Plant. The Clemson University Emergency Operations Center (CUEOC) at 105 Tillman Hall or alternate site (see Annex A) will be notified as to the location of the established command post along with the appropriate phone numbers. The command post will be staffed with appropriate University Facilities' personnel for around-the-clock operations.

Upon request a representative from University Facilities will respond to the CUEOC and become a member of the Logistics Section.

The function of the command post will be to receive instructions and information from the CUEOC to disseminate to University Facilities' personnel as well as to relay information regarding damage control and associated information back to the CUEOC. In addition, the function will be to coordinate the activities of the University Facilities damage control and assessment teams.

Damage Control and Assessment

Each major shop under the direction of the appropriate shop supervisor and Director will carry out those activities absolutely necessary to prevent further damage from ruptured utility mains and electrical conductors.

University Facilities' crews will be responsible for removal of debris and obstructions from transportation routes.

After the initial phase of the operations under which the preliminary damage control activities are complete, the teams will then proceed to make the necessary emergency repairs to facilitate campus operations under a disaster situation.

Damage Reports will be made to the Emergency Preparedness Director (CUEPD) at the CUEOC in the following manner:

Initial Damage Assessment Report (Part II) will be made by qualified University Facilities personnel as soon as possible following the disaster and will include:

Listing of damaged facilities;

Resources necessary to return the facilities to normal operations; and

Amount of time necessary to return facilities to normal operations.

Daily Situation Reports will be submitted to the CUEPD at or around 4:00 PM each day and will include:

Updates on activities of University Facilities related to mitigation of disaster; and

Update on restoring campus to a state of normal operations.

After Action Report will be submitted to the appropriate Vice President as soon as possible after the termination of the disaster phase. The report shall include:

The overall combined efforts of all involved agencies and departments;

Deficiencies observed; and

Recommended actions that should be taken to improve effective of disaster operations.

Annex G - Transportation Services

Mission

In the event of an actual emergency, the Transportation Services' mission will be to identify and obtain available vehicle and equipment assets from University, public, private and/or volunteer sources; and to provide those assets as directed by the Clemson University Emergency Operations Center (EOC). Transportation Services will either provide or coordinate support for emergency fuel and repair.

Concept of Operations

When notified through the Police Department of the activation of the Emergency Action Plan. Transportation Services personnel will operate under the control of the EOC and employees assigned will manage and coordinate transportation support for the EOC.

EMERGENCY ACTION CHECKLIST

TRANSPORTATION SERVICES

When a disaster occurs at or near Clemson University after normal working hours, Transportation Services employees will take the following actions when notified by the Police Department of activation of the Emergency Action Plan:

The first person notified on the Motor Pool roster will immediately proceed to campus.

The first person notified will proceed to campus and establish the Transportation Control Center, notifying the EOC of the location (primary location Motor Pool).

The first person notified will then proceed to activate a recall other members of Transportation Services.

As Transportation Services members arrive a Dispatch and Maintenance function should be established

Dispatch should be established

Will serve as the TCC

Inventory of readily available vehicles

Identify vehicles down for maintenance to the maintenance shop

4. Contact temporary manpower agencies for additional car servicing support
Request augmentation if it is necessary to exceed a standard 8-hour work schedule

Maintenance should be established

Contact wrecker services in the local area and notify them of situation and obtain after-hour contacts

Contact commercial maintenance facilities and notify them of situation and obtain after-hour contacts

3. Inventory available fuels and oils and order as necessary
Request augmentation if it is necessary to exceed a standard 8-hour work schedule

The Fleet Manager or designated representative will contact the following agencies:

1. Clemson Area Transit (864) 654-2287
SC Emergency Preparedness (803) 737-8500 (Statewide vehicle tasking authority under statewide emergency plan)

SC State Fleet Management (803) 737-1505 (Non-emergency directed operational vehicle support)

Pickens County Emergency Preparedness (864) 898-5945

Pickens County Public Works Department (864) 898-5933

SC Department of Transportation (803) 737-1302 (Tasked through EPD)

Commercial leasing agencies in the immediate area.

In the event of a disaster Transportation Services personnel should be contacted through the Clemson University Police Department after-hour recall notification list.

Annex H - Food Services

TORNADO SAFETY

ATTENTION ALL STUDENTS AND EMPLOYEES OF CLEMSON UNIVERSITY: UPPER SOUTH CAROLINA IS SUBJECT TO TORNADO GENERATING WEATHER CONDITIONS.

What to do in the event of a tornado: If a cloud becomes stormy or rough in appearance...tune in to local radio or area television broadcasts for possible advisories from the National Weather Service. Remain alert for a worsening sky and the approach of storms, especially from the area generally southwest of Clemson.

Preplan your refuge-this action is the key to your safety! A **TORNADO WATCH** indicates that conditions are right for spawning tornadoes. If a **TORNADO WATCH** is issued, designate an observer to monitor weather conditions.

Individuals should observe the southwestern sky and listen for further advisories. Be sure that you and any group that you may be supervising will be able to reach one of the following areas in seconds:

- A **BASEMENT** area with no windows, especially a **CIVIL DEFENSE** designated shelter.
- A **BOTTOM FLOOR HALLWAY**.
- AN **INTERIOR HALLWAY** or **SMALL INTERIOR ROOM** with no windows.

DO NOT seek refuge in the following areas: Gymnasiums, auditoriums, dining halls, workshops, laboratories, classrooms, exterior rooms with windows, elevators, stairwells, non-masonry buildings, barns, utility areas, mobile units and mobile vehicles. **DO NOT SEEK REFUGE OUTSIDE**. However, if there is no other choice, plan to lie flat in a ditch or culvert!

Go! Take cover before it strikes! When a **TORNADO WARNING** is broadcast in the Clemson area, go immediately to your refuge! (A **TORNADO WARNING** announces that a tornado has been sighted in the area).

- Upon observing dark rolling clouds, unusual lightning, hail, driving rain, sudden increase in wind, or possibly funnel clouds, **GO IMMEDIATELY TO YOUR REFUGE!**
- Upon hearing a buzzing, or roaring sound, **RUN TO YOUR REFUGE!** Stay off elevators! Do not use stairwells when the storm is striking!
- When inside your refuge, sit on the floor. **DO NOT SMOKE**. If a tornado strikes, duck your head between your knees and cover the back of your head with your hands for protection.
- Leave your refuge with caution. Multiple tornadoes can occur in one storm.

WEATHER ALERT SIREN ACTIVATION PROCEDURE

1. Use of Siren System
 - a) System Components and Method of Operation
 - i. The weather alert siren system includes three sirens (C-8 Parking Lot (Siren #1), Band Practice Field (Siren #2), and behind the President's House (Siren #3). There is an encoder, and printer at the Dispatch Center.
 - ii. The sirens are activated by a radio signal generated from the encoder that is received that is received by each siren. The siren site will send a radio signal to the encoder to verify the activation of the siren that is documented by printer printout.
 - iii. The system is AC powered with DC battery backup.
 - iv. The electrical control boxes on the sirens are secured with a 5A or 5-11 padlock.
 - b) The system is intended to be an alert for people outside of buildings to dangerous weather conditions so they have enough time to take shelter. The key to the successful alert is receipt of the storm warning from the National Weather Service, Pickens County Emergency Preparedness, units on the road, or another reliable source.
 - c) The CUPD/CUFD dispatchers will have the authority to activate the sirens upon notice if a "Severe Storm Warning" from a valid source of authority.
2. Activation Procedure
 - a) The key lock switch should be maintained in the "ON" position at all times.
 - b) Press the black button to the left of "Wail"
 - c) Press the "All" button
 - d) Press "Send"
 - i. It takes two seconds for the signal to be transmitted and the sirens to activate.
 - ii. The sirens will sound and rotate for three minutes.
 - iii. Printer will document all three-siren site activations and any problems.
 - e) After activation is complete and printer has printed, press "Reset"
3. To Cancel Activation
 - a) Press "Cancel"
 - b) Press "All"
 - c) Press "Send"
 - i. Sirens will discontinue.
 - ii. Printer will document
 - d) After activation is complete and printer has printed, press "Reset"
4. Quarterly Tests
 - a) A "Quiet Test" is a 10 second activation of the siren to test all mechanical and electrical components of the system and print out documentation.

- b) Quarterly test will be conducted on first Tuesday of every quarter.
 - i. Prior to the test PSA's will be made to inform the campus community about the test and what actions would be necessary if the siren were to continue to sound for three minutes.
- c) To Conduct the Test
 - i. Press "Quiet Test"
 - ii. Press "All"
 - iii. Press "Send"
- 1. It takes two seconds for the signal to be transmitted and the sirens to activate.
- 2. The sirens will sound and rotate for 10 seconds.
 - iv. Press "Report"
- 1. Printer will document all three-siren site activations and any problems.
 - v. Press "Reset"

Filing Printout Documents

- a) A file will be maintained for printer documentation of test and actual activations.

CU Snow Removal Plan - University Facilities Landscape Services

During periods of freezing, inclement weather the Landscape Services department will operate according to the following procedures:

The Security Department will telephone the Landscape Director, Adrienne Gerus, when conditions requires snow or ice removal.

The Landscape Director will contact her employees and have them report and begin road clearing operations according to the attached priority list. The Landscape Director will contact any other Landscape staff as necessary.

Landscape Services

SNOW CLEARING PRIORITIES

Steps and adjacent sidewalks to be cleared and treated with ice – melting chemicals and/or sand in the following priority order:

1. Police Department
2. Fire Department
3. Dining Halls
4. Sikes Hall
5. President's home
6. University Facilities
7. Library (bridge and walkway approaches)
8. Lightsey Bridge and steps
9. Steps on campus near an between buildings
10. At least 1 sidewalk from Clemson House to remainder of campus
11. Sidewalk from Calhoun Courts to high rises
12. Sidewalk from high rises toward Library behind Nursing Building
13. Sidewalk from P & A to Library
14. Sidewalk behind amphitheater (Martin Hall – Hardin Hall)
15. Sidewalk from Johnstone to Tillman and Serrine
16. Sidewalk from Trustee House to Library bridge
17. Sidewalks between Sikes and Brackett
18. Sidewalk from high rises to Sikes

Handicap access in all previously mentioned areas to be cleared in conjunction with walks and steps in each area.

Shovels and ice melt chemicals will be stored in custodial storage rooms throughout campus.

STREETS

1. Security Department street
2. G Street (Security Department access)
3. Perimeter Road (Security Dept. and Fire Dept. access to Campus)
4. Fire Station driveways
5. McMillan Road (Fire Dept. access to Redfern and campus)
6. S. Palmetto boulevard to Redfren Health Center
7. Redfern Health Center parking lot
8. Cherry Road from S. Palmetto to Perimeter Road (link from Perimeter to Redfern)
9. Williamson road (Security and Fire Department access to campus)
10. Ft. Hill Street (hill next to old filter plant, Security and Fire Department campus access)
11. Hesiman Street and Klugh Avenue (Williamson road to Harcombe Dining hall, Security and Fire Department campus access)
12. President's Drive
13. Drivers to parking lots
14. Commuter parking lots and employee parking lots
15. Parkway Drive and drive around Sikes Hall
16. Streets around Clemson House
17. Calhoun Driver (inner campus)
18. Streets in Douthit Hills, Thornhill, and Lightsey Bridge Apartments

STREETS (Specific Tasks)

Loader 1 with blade

1. Security Department Street
2. G Street (Security Department access)
3. Drives to parking lots
4. Commuter parking lots and employee lots

Loader 2 with blade

1. President's drive
2. Drives to parking lots
3. Commuter parking lots and employee lots
4. Parkway drive and Drives around Sikes Hall

5. Calhoun Drive (inner campus)

Small motor grader

1. Williamson road
2. Ft. Hill Street
3. Heisman Street and Klugh Avenue (Williamson road to Harcombe Dining Hall)
4. Commuter parking lots and employee parking lots
5. Streets in Douthit Hills, Thornhill, and Lightsey Bridge Apartments

Large motor grader

1. Perimeter Road
2. Cherry Road from S. Palmetto to Perimeter Road
3. Streets around Clemson House
4. Commuter parking lots and employee parking lots
5. Streets in Douthit Hills, Thornhill, and Lightsey Bridge Apartments

Truck with blade

1. Fire Station driveways
2. Macmillan road (Fire Department access to Redfern and campus)
3. S. Palmetto Boulevard to Redfern Health Center
4. Redfern Health Center parking lot
5. Drives to parking lots
6. Commuter parking lots and employee parking lots

Sand truck

Spread sand on following streets after streets have been scraped in priority order

1. Security Department street
2. Fire Station driveways
3. S. Palmetto Blvd. To Redfern Health Center
4. Ft. Hill Street (hill next to old filter plant)
5. Heisman Street and Klugh Avenue (Williamson Road to Harcombe Dining Hall)
6. President's Drive
7. Drives to parking lots, commuter parking lots employee parking lots
8. Parkway Drive and drive around Sikes Hall
9. Streets around Clemson House
10. Streets in Douthit Hills, Thornhill, and Lightsey Bridge Apartments

CU Crisis Management Plan

Clemson University educates individuals and groups to minimize behaviors that can cause accidents or injuries. Nevertheless, University-related crises will occur and must be managed efficiently and effectively. The following outlines the steps in Clemson University's Crisis Management Plan and establishes Clemson's Crisis Management Team.

Scope of the Crisis Management Plan

The Crisis Management Plan will be enacted in serious incidents defined as any of the following:

1. Any death on campus or at a University sanctioned or sponsored event or in/ around a University facility;
2. Any death of a student or employee traveling to, from, or on behalf of Clemson University;
3. Any near fatal accident or incident or any attempted suicide;
4. Serious damage to college property (including all arson);
5. Any threat to the health, safety, or welfare of the University community;

Other incidents unique to the campus demanding special attention but not involving the above such as serious injury to a visitor or extraordinary damage to community property by students;

Other incidents which, in the judgment of the vice president for student affairs, require or would benefit from input from the crisis team.

NOTE 1: Extraordinary incidents which impair any major function of the University (such as the destruction of a building, a nuclear explosion, or a mass suicide) are defined as disasters and will be handled in accordance with the University's Disaster Management Plan on-line and on file in the President and Vice President for Student Affairs offices.

NOTE 2: Crisis communication about situations that are controversial or sensitive in nature but are not crises or emergencies (lawsuits, arrests, regulatory investigations, negative news coverage, etc.) will be handled by the appropriate administrative officer and the Chief Public Affairs Officer.

Authority for Implementing the Crisis Management Plan

The Crisis Management Team described below is delegated full authority by the President of Clemson University to:

- a) implement a swift, unified and comprehensive response to a serious incident;
- b) investigate and evaluate serious incidents for the purpose of preventing or minimizing the impact of a future incident; and
- c) handle public and internal communication related to the event.

The Crisis Management Team will report to the President through the Vice President for Student Affairs.

The composition of the Crisis Management Team shall be:

Vice President for Student Affairs

Associate Vice President and Dean of Students (Chair)

Associate Vice President and Executive Director of University Housing (Vice Chair)

Associate Vice President for Municipal Services (Vice Chair)

Chief of Police

Director of Fire and EMS

Chief Public Affairs Officer / University Spokesperson

Executive Director of Student Health Services

Director of Counseling and Psychological Services

Director of News Services

Chief Human Resources Officer

*Others as appropriate

*Others as appropriate in specific incidents (e.g.; Director of Risk Management; Director of University Facilities; Director of Safety and Environmental Health; a representative from the City of Clemson; Director of International Student Services in cases of international student or visitor crises; Athletic Department representative when student athletes are involved.)

Active Management of Crises

The Crisis Management Team will conduct a yearly training session for all team members and potential substitutes to review, revise and rehearse crisis management procedures.

When a crisis is anticipated or occurs, the following steps will be taken:

1. Any member of the Crisis Management Team who becomes aware of a crisis unfolding should call a meeting of the CMT.
2. The Crisis Management Team chairman or vice chairman will be notified immediately and will assure that the Vice President for Student Affairs and Chief Public Affairs Officer are aware of the incident. The VPSA or CPAO will inform the President and other executive officers as appropriate.
3. The CMT will meet in 202 Hendrix Student Center (back-up meeting location is 202 Sikes Hall) upon notification by the chairman or as soon as feasible thereafter.

4. At the CMT meeting:
 - a) Share all available information with the Team;
 - b) Identify all affected parties and assign specific people to follow-up with each of those parties; *Where the incident involves alleged “victims,” assure that all services possible are made available to the victims while protecting their privacy. Where the incident involves alleged “perpetrators/ violators,” assure that Judicial Services provides appropriate follow-up with student violators. Establish contacts for parents and families as appropriate.*
 - c) Establish the “University position and statement” and who will make the initial statement (Chief Public Affairs Officer, unless otherwise assigned). Agree on the information to be conveyed to the campus and/or public by any other members of the Team. Implement the crisis communication plan.
 - d) Agree upon the steps to be taken to manage the specific crisis.
5. Inform the campus and the public of the University position through the Chief Public Affairs Officer (unless otherwise assigned) or the President in the most serious cases.
6. Inform all University personnel necessary of the incident and the specific crisis management plan; involve others as appropriate in managing the crisis as best possible.
7. Communicate again after the crisis unfolds to facilitate crisis debriefing sessions for the University community, review the specific crisis management plan, evaluate the responses to the crisis from various departments and agencies, and make recommendations for improvements.
8. The CMT Chairman or member should make a brief written report for each incident to be placed on file. The report may include the facts of the incident, an analysis of the situation, any recommendations resulting from the incident, and other pertinent information.

Oconee Nuclear Station Emergency Planning Information Summary 2002 - 2003 Edition

The Clemson University Campus is located within the 10-mile emergency planning zone of Oconee Nuclear Station and is therefore included in the emergency plans developed by state

and local officials and Duke Power. University officials and Pickens County Emergency Preparedness have developed an effective and expedient method to evacuate the students, faculty and staff should an incident occur that would require campus evacuation.

If you have questions, contact Clemson University Fire/EMS/Emergency Preparedness office at 656-2242.

Emergency Classification

There are four classifications used to describe a nuclear station emergency. Duke Power would contact federal, state and local authorities in each of the following situations.

1. An **UNUSUAL EVENT** is the least serious of the four classifications. It means there is a minor problem at the station. There is no danger to the public.
2. An **ALERT** is an event that could reduce the station's level of safety. There would still be no danger to the public.
3. A **SITE AREA EMERGENCY** is an event that could involve major problems with station systems. State and county officials would activate the sirens and request the public to listen to local radio and TV for information and instructions.
4. A **GENERAL EMERGENCY** is the most serious of the four classifications. State and county officials would take action to protect the public. Sirens would be activated and the emergency alert radio stations would give information and instructions developed by emergency management officials. People would be told to evacuate or to shelter in place.

Radiation – A Fact Of Life

Radiation is a natural part of our environment. It is not new or mysterious. We receive radiation from the sun, from minerals in the earth, the food we eat, and building materials in our houses. Even our bodies give off small amounts of radiation.

Exposure to extremely large amounts of radiation can be harmful, even fatal. However, the amount of radiation given off in the normal operation of a nuclear plant is very small; smaller, in fact, than the amount we would receive on a coast-to-coast airplane trip. Small amounts of radiation are referred to as low-level radiation. Although radiation is invisible, it can be measured. Radiation is measured in units called rems and millirems. A rem is a unit of measure that takes into account the effect that different types of radiation have on the body. A millirem is 1/1000th of a rem. Some familiar sources of low-level radiation are shown below:

(Measured in millirems)

Avg. annual SC background 360

Gastrointestinal tract x-ray 250

Chest x-ray 10

Site boundary of average

nuclear station per year less than 1

Notification Plan

Consideration will be made to evacuate Clemson University during an ALERT event if conditions at Oconee Nuclear Station are “degrading”. This would be considered a precautionary evacuation.

Should an incident occur at Oconee Nuclear Station, the Clemson University Police Department would receive the initial notification from Pickens County Emergency Operations Center.

Clemson University would alert the students, faculty and staff by using various communications systems. These would include Inside Clemson fax, electronic mail, telephone and personal notifications. The University Police and Fire Departments would use vehicle public address systems to alert the outside areas. Additional notification to residence halls and apartments will be done using Housing Staff.

Faculty and staff should follow emergency directions provided for their respective residences unless directed otherwise by the University.

Evacuation Process

Once notified of an Unusual Event or an Alert at Oconee Nuclear Station, tune in local AM/FM radio stations or television networks (channels ABC, CBS, FOX and NBC) for additional information.

In the event of an evacuation, all students who can provide their own transportation should leave the campus and return to their home. Remember to take medications and any other essential personal items you may need for the next few days.

Students who cannot go home would report to Littlejohn Coliseum. Clemson Area Transit buses may be available to transport students who live off campus, and need transportation, to the Coliseum. From there, students would be taken to the T. Ed Garrison Arena, which will serve as a staging area. At the arena, students would either be provided transportation home or provided shelter in motels and/or hotels outside the 10-mile emergency planning zone.

University Student Affairs Division personnel and a Duke Power insurance provider would assist students staged at the Garrison Arena.

Clemson University will arrange transportation.

Evacuation Information

Since an evacuation could last from a few hours to several days, it is important to consider where you might stay and what things you might need.

When you leave the campus, you should take the following items:

- Two blankets or one sleeping bag
- Two changes of clothing
- Personal/important papers
- Medication
- Toilet articles

In addition, if you are going to a shelter for housing or assistance, **you must bring your Clemson University identification card.**

Arrangements should be made for pets or other animals.

When you leave, make sure appliances and faucets are turned off and doors and windows are locked.

Information provided by Duke Power in cooperation with Pickens County Emergency Preparedness Agency

And Clemson University.