

# EMERGENCY DIAL 911

- $\varnothing$  DIAL 911 to report ALL emergencies, including:
  - o Fires or fire alarms;
  - o Bomb threats;
  - o Illnesses or injuries requiring medical assistance;
  - o Hazardous materials incidents;
  - o Any other incidents requiring emergency response.
- Ø Provide all information requested, including:
  - o Name;

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## RECORD OF CHANGES

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The VOOM Carolinas Campus is nestled on the midst of a revitalized historic downtown, VOOM-Carolinas is part of a consortium of seven Spartanburg colleges with an active community of events and activities. The VOOM Carolinas Campus partnered with Spartanburg Regional Healthcare Systems and also collaborates with the Gibbs Cancer Research Center.

The purpose of this plan is to prepare the occupants of VCOM Carolinas Campus to better respond to and recover from emergencies and disasters. Guidelines are included within this plan and each should be reviewed by all current employees assigned to VCOM Carolinas Campus on at least an annual basis. New employees assigned to work within VCOM Carolinas Campus should also be trained on the information in this plan.

This plan addresses requirements of the National Fire Protections Association 101 of 2018 (R7.1-8300.2.P) as adopted by the State of South Carolina in accordance with the Memorandum dated January 1, 2020. Development of this plan was a collaborative effort by the Director of Facilities, the City of Spartanburg, and local public safety resources.



## THE DIRECTOR OF FACILITIES

The Director of Facilities has primary responsibility for the following actions related to the VCOM Carolinas Campus Emergency Action Plan:

Assist with plan development;

Review and approve the plan;

## CONTRACT EMPLOYEES

Contract employees may also have a need to work in or visit VCOM Carolinas Campus. Contract employees should follow the guidelines in this plan, as well as their own to the best of their ability. If a conflict is

management of the contracted company should bring this to the attention of the Director of Facilities by emailing <a href="mailto:ceverette@carolinas.vcom.edu">ceverette@carolinas.vcom.edu</a> so that the conflict can be addressed.

## SPARTANBURG POLICE DEPARTMENT

The Spartanburg



#### CHEMICAL SPILL OR RELEASE

There are laboratories or hazardous materials handling functions in VCOM Carolinas Campus that utilize hazardous materials (chemical, biological or radiological). Chemical releases that would impact the building could occur due to a train derailment or other transportation-related incident, or an act of terrorism. A release in a neighboring building could occur, but is unlikely to be large enough to cause a significant impact to this building. All hazardous chemicals must be in fire proof cabinets.

#### INFECTIOUS DISEASE

Outbreaks of infectious disease, such as COVID-19, within the campus population, local community, state, or across the country pose a risk to the VOOM Carolinas Campus. Such outbreaks may have an effect on the ability of the campus to remain open and basic operating procedures. Considerations may also have to be made for the reopening of the facility following a closure and for restricted operations while the campus is open.

#### NATURAL HAZARDS

The main natural hazard that the Spartanburg, South Carolina area is subject to is severe weather, including severe thunderstorms, tornadoes, flash flooding, and winter weather. Occupants should keep abreast of weather conditions and review severe weather guidelines in advance of anticipated severe weather.

The United States Geological Service also indicates that there is a slight risk of earthquakes in the Spartanburg area, based on their 2008 earthquake hazard map.

#### OTHER HAZARDS SPECIFIC TO BUILDING

Hazards specific to the VCOM Carolinas Campus include exposure to chemicals, exposure to biological hazards, and potential for nearby train derailment. Students, faculty, and staff should have their training updated in accordance with VCOM policy.





VCOM CAROLINAS CAMPUS EMERGENCY ACTION PLAN EVACUATION AND SHELTERING GUIDELINES



hours, there is no quick and reliable method of knowing how many persons may be in the building at any given time. Therefore, floor wardens are used to sweep and clear the building prior to their own evacuation.

### DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)

Safe Zone 1 West corner of the property, adjacent to College Street

Safe Zone 2 North corner of the property, adjacent to the intersection of Howard Street and College Street

Safe Zone 3 Northeast corner of the property, adjacent to Howard Street

#### PERSONS WITH DISABILITIES

Individuals with disabilities should identify at least two navigable evacuation routes prior to any emergency or need to evacuate, if possible. If assistance may be needed during an evacuation, they should also consider seeking out colleagues who are willing to serve as evacuation assistants prior to any emergency occurring. All employees can help by becoming aware of others who may need assistance in an evacuation, and checking with those people during an emergency or evacuation to see if they can assist.

#### For more information:

Students may call 864-327-9800 and request to be connected to the Director for Student and Institutional Academic Success Carolinas Campus.

Employees may call 864-327-9800 and request to be connected to the Director for Faculty and Staff Development Carolinas Campus.

#### MOBILITY-IMPAIRED WHEELCHAIR

In some buildings and during certain emergencies people may need to use stairways to reach building exits. Bevators have been shown to be unsafe in certain emergencies. It may not be safe to attempt to move a wheelchair up or down a stairwell. The following are possible options to e36.4eTd / F4 12 Tf ()Tj ET Q BMC / PAMOD 23/Lang(en-ou)-2(a)9(t)-4(i)10BILITareqt

If you are able to evacuate yourself, evacuate the building.

Proceed to the evacuation assembly area.

Inform emergency responders about the individual in need of evacuation and their location.

Fire department personnel or other emergency responders who are trained in emergency rescue can then enter the building and help the person evacuate.

## MOBILITY IMPAIRED (NOT IN A WHEELCHAIR)

Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with or without minor assistance. Individuals that have trouble navigating the stairs or need help doing so should be mindful of large crowds attempting to evacuate.

If these individuals are unable to evacuate the building or navigate the stairs, do the following if possible:

DIAL 911 and report the issue.

Assist the person to an AREA OF REFUGE. This should aid the emergency responders in a quicker and safer rescue response. The areas of refuge are clearly marked and located in the stairwells. They are also shown on the diagrams in Appendix A of this plan.

If the AREA OF REFUGE communications device is inoperable, tell the person that you are attempting to send help.

Inform the person in the AREA OF REFUGE to DIAL 911 and stay on the phone with the dispatcher until help arrives.

Tell the person that you are attempting to send help.

Encourage the person to DIAL 911 and stay on the phone with the dispatcher until help arrives.

If you are able to evacuate yourself, evacuate the building.

Proceed to the evacuation assembly area.

Inform emergency responders about the individual in need of evacuation and their location.

Fire department personnel or other emergency responders who are trained in emergency rescue can then enter the building and help the person evacuate.

#### HEARING IMPAIRED

## SHELTERING GUIDELINES

Sheltering or Shelter

## ALLQEAR

Building occupants should remain sheltered until given an ALL CLEAR message through emergency responders, or college administrators.

Do not leave your safe location until you are sure of the identity or source of the person giving the ALL CLEAR message.

Note: For tornado warnings, unless there is an ongoing hazard, you can leave the shelter once the ALL CLEAR has been given.



## ACTS OF VIOLENCE

## **BOMB THREAT**

The form located on the last page of this plan in Appendix D-1 should be copied and placed next to all landline telephones. Bomb threats received via any method (phone, mail, electronic communication) should be reported immediately.

All bomb threats and suspicious packages should be treated as REAL

If you receive a threat of any kind against the university or a person, you should do the following.

If you received the threat by telephone, stay on the telephone with the caller.

Attempt to get as much information as possible from the threatening caller.

DIAL 911 IMM EDIATELY. If you are still on the phone with the threatening caller, have someone around you DIAL 911.

A list of questions and items to document can be found on the form that is located on the last page of this plan.

Police should immediately respond to your 911 call.

The police officers should assess the threat and advise the Director of Facilities and/or those responsible for VOOM Carolinas Campus if it is necessary for the building occupants to evacuate the building.

 Many factors should be considered when evaluating response to a bomb threat, including the nature and credibility of the threat; activities occurring in the building at the time; potential hazards inside and outside the building; and other factors. Emergency responders should make decisions about the best course of action based on the totality of the circumstances.

If the dispatcher or other officially credentialed emergency responder (police, fire, or public safety) tells you to evacuate the building prior to police arrival, you should initiate an evacuation immediately. Ask if you should activate the fire alarm as a tool to accomplish this, and follow guidance provided by the dispatcher or emergency responder.

If you have reason to believe that people are in immediate danger, you should initiate the evacuation without delay. The fire alarm should only be activated if fire or smoke are present, or if there is an immediate danger and there is no other way to quickly communicate the need to evacuate the building.

If evacuation is necessary, exit quickly and quietly. Be observant of any out of place or suspicious items as you evacuate. If you see anything suspicious, or any items out of place or suspicious packages that may have been located near the

evacuation points or routes in order to injure those evacuating the building notify emergency responders immediately. Make sure that someone who can respond is aware of the concern. Emergency responders should check the assembly areas prior to (if possible) or soon after their arrival on the scene for secondary devices.

If there is something suspicious in the vicinity of the evacuation assembly area then move to an alternate area that is at least 300 feet from the suspicious item and the building.

If at all possible, remain in the evacuation assembly area or at least 300 feet away from VCOM Carolinas Campus until you are advised that it is safe to return to the building or leave the assembly area by the emergency responders in charge. If instructed to return to the building, follow the directions of the emergency responders carefully.

## DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)

Safe Zone 1 West corner of the property, adjacent to College Street

Safe Zone 2 North corner of the property, adjacent to the intersection of Howard Street and College Street

Safe Zone 3 Northeast corner of the property, adjacent to Howard Street

## SUSPICIOUS BEHAVIOR

An individual who is behaving in a suspicious manner is anyone who acts abnormally or who is in a location that is not normal.

Examples of suspicious behavior include:

Unusual noises, screaming, sounds of fighting, glass breaking, or perceived illegal activity;

People in and/or around buildings or areas who do not appear to be conducting legitimate business;

Unauthorized people in restricted areas;

People who follow immediately behind others into card-access areas or buildings while the door is open;

People who change their behavior when they observe that they have been noticed;

People dressed inappropriately for the weather or occasion, i.e., coat on when the temperature is warm; or

People abandoning parcels or other items in unusual locations (i.e. in the lobby or in the elevator).

The campus community is encouraged to report suspicious behavior. If you see or hear of suspicious activities and are concerned that there is an emergency or immediately dangerous situation, DIAL 911 and provide the following information to the dispatcher:

What is the person's last known location and direction of travel?

What made the person's actions suspicious?

Did the person say anything? If so, what?

Did the person appear intoxicated or otherwise impaired?

Were any weapons displayed or was there a threat of a weapon?

Also, be prepared to give information about the person including:

Sex Age

Height

Weight

Race

# FIRE EMERGENCIES

#### IF YOU HEAR OR SEE A FIRE ALARM

All fire alarms should be taken seriously and never assumed to be false.

Exit the area immediately. DIAL 911 as you are exiting if you can safely do so without hindering your evacuation.

Oose doors as you leave to minimize the spread of fire.

Take keys and medications with you if possible. DO NOT DELAY evacuation.

Move quickly and safely to the nearest exit or stairwell, provided it is safe to do so.

Activate the closest fire alarm pull station along your evacuation route.

Notify others around you as you leave.

If able, assist others during evacuation.

DO NOT use the elevator.

Do not block or wedge exit doors in an open position. The doors should remain closed to keep smoke out and keep stairwells safe for evacuation and fire personnel.

you are safely out of the building. Never assume someone else dialed 911. Go to one of the 4 32 Td /F4 12 ssiganly. t tion.

As you evacuate, use the back of your hand to check doors for heat. DO NOT open any door that feels hot.

If smoke is present, stay low. The best quality air is near the floor.

#### FIRE ALARM DESCRIPTION

When the fire alarm is activated in VCOM Carolinas Campus, it should sound like:

Audible Tone: BURRNT, BURRNT, BURRNT

Followed by Audible Voice: EVACUATE, EVACUATE, EVACUATE. THERE HAS BEEN A FIRE BM BRGBNCY REPORTED IN THE BUILDING. PLEASE LEAVE THE BUILDING BY THE NEAREST EXIT OR EXIT STAIRWAY. DO NOT USE THE BLEVATORS.

In conjunction with the flashing of clear strobe lights from every alarm speaker.

### DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)

Safe Zone 1 West corner of the property, adjacent to College Street

Safe Zone 2 North corner of the property, adjacent to the intersection of Howard Street and College Street

Safe Zone 3 Northeast corner of the property, adjacent to Howard Street (Side by DuPre House)

# **HAZARDOUS MATERIALS**

## CHEMICAL SPILL OR RELEASE

### SMALL, NON-HAZARDOUS SPILL

Spills that do not endanger workers in the immediate area may be deaned up by personnel who have been trained and are properly equipped to handle the situation. If you have any doubt as to the training or proper equipment required, do not attempt to clean up the spill. If the spill is a substance that does not require emergency responders (police, fire, etc.) to respond to the scene but may be hazardous, the

### ALL OTHER MEDICAL EMERGENCIES

DIAL 911 and report the emergency. Request an ambulance be sent to your location. The address to provide to the 911 dispatcher is:

VCOM Carolinas Campus 350 Howard Street Spartanburg, SC 29303

If available, instruct someone to be on the lookout for EMS to help guide them to the location of the emergency.

Do not move the person unless there is a threat to their life to leave them in that location.

Provide as much information to the dispatcher regarding the illness/injury as

# INFECTIOUS DISEASE

The following procedures apply to the reopening and continued operation of the VCOM Carolinas campus during a period of outbreak of seriously infectious disease.

Signage will be placed throughout the campus buildings on ways to stay safe, including but not limited to: hand-washing, hand-

VOOM students have independent housing and this is not owned by the College. Students, faculty and staff have been educated on prevention of COVID-19. Third-year and fourth-year medical students who are in dinical training will only come to campus one at a time for meetings or individual education and these will be rare and limited to those which are required to be in person. VOOM students, faculty, and staff are encouraged to use outdoor space for breaks, lunches or study. Faculty and staff will be responsible for wiping the patio tables with their own wipes that have been provided by the College. As referenced in other documents, all employees and students have been provided with hand sanitizer. Each night, all persons are advised to spray or dip face masks in alcohol and let dry or to launder.

#### VCOM CAROLINAS CAMPUS

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## SEVERE WEATHER

Upon receipt of a severe weather watch or warning, NOAA weather radios in VCOM Carolinas Campus should be activated by the National Weather Service. The type of

VCOM CAROLINAS CAMPUS EMERGENCY PLAN



## CLINICAL TRAINING SITES

Students in their OMS3 and OMS4 years are largely off-campus in a clinical site not owned or operated by VCOM. As such, OMS3 and OMS4 students should familiarize themselves with the emergency policies and procedures of each clinical site in which they participate in clinical rotations.

During orientation of the OMS3 and 4 year, students will be notified of the emergency policies and procedures of their core dinical site by the Clinical Ste Coordinator and/or dinical

sites should contact the Clinical Ste Coordinator, DSME, and/or their preceptor. Students who are rotating outside of a VCOM core clinical site should contact their preceptor in the event of an emergency or disaster.

When it is safe to do so, OMS3 students should notify the Associate Dean for Clinical Affairs and/or the Director for OMS3 Clinical Rotations of the emergency/disaster. Smilarly, OMS4 students should notify the Associate Dean for OMS4 and GME and/or the Director for OMS4 Clinical Rotations.

#### VOOM ALERTS

VOOM utilizes the Alert Media mass notification system to inform students, faculty and staff of emergency situations including but not limited to inclement weather and campus safety. All current students, including OMS3 and OMS4 students, are enrolled in this system. OMS3 and OMS4 students will continue to receive emergency notifications while on clinical rotations off campus. Campus officials have been designated as administrators for this system. Alerts are sent via text message, email, and voice through all channels.

TEXT, VOICE AND EMAIL MESSAGES

Emergency notifi



## COST RECOVERY



It is important to conduct training on this plan so that building occupants will know how to respond during an emergency. The following training is recommended. All training can be coordinated through the Director of Facilities unless otherwise specified.

#### EMERGENCY PLAN TRAINING

All employees should receive training on this plan when it is first implemented and periodically thereafter. Initial training should be coordinated through the Director of Facilities. Periodic training, as needed, should be provided by or coordinated through

#### FIRE EXTINGUISHER TRAINING

Anyone who uses a laboratory, works with flammable and/or combustible materials, or performs hot work should complete portable fire extinguisher training. All building occupants are encouraged to visit the Spartanburg County website below for fire safety training. The training includes information on fire classifications, types of extinguishers and how to safely use them.

https://www.spartanburgcounty.org/305/basic-cert-training

#### AED FAMILIARIZATION

All building occupants are encouraged to attend an AED familiarization session. These informal 30-minute sessions provide an overview of the use of the AEDs that are available on campus. The Director of Facilities provides these familiarization sessions periodically. To schedule a session, contact the Director of Facilities.

#### FIRE AND EVACUATION DRILLS

Periodic drills are also important and allow building occupants to practice guidelines and identify any needs for adjustments to the plan. At a minimum, drills should be conducted as follows:

Fire and evacuation drills should be conducted at least once per year. These drills should be coordinated through the Director of Facilities.

#### OTHER EMERGENCY DRILLS

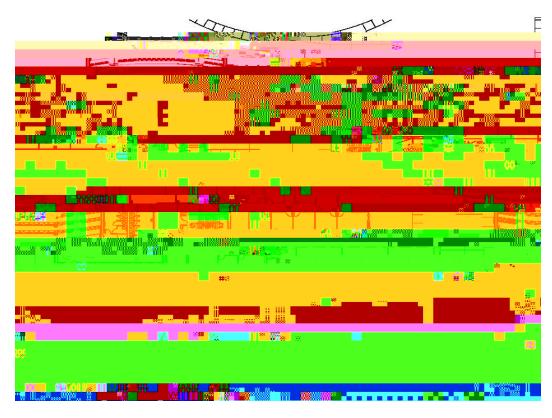
Other drills may be conducted by the Director of Facilities for scenarios including but not limited to severe weather, active shooter, bomb threat, and hazardous material shelter-in-place.

### AFTER ACTION REVIEW

After each drill that is conducted, an after-action review should be completed to evaluate the effectiveness of the response by building occupants and emergency responders, and to identify potential areas for improvement.

# FIRE EVACUATION PLANS MAIN CAMPUS





## FIRE EVACUATION PLAN DUPRE HOUSE

FIRE EVACUATION PLAN NORTHSIDE B

## DESIGNATED EVACUATION ASSEMBLY AREAS

Safe Zone 1 West corner of the property, adjacent to College Street

Safe Zone 2 North corner of the property, adjacent to the intersection of Howard Street and College Street

Safe Zone 3 Northeast corner of the property, adjacent to Howard Street



If you have questions about this map or need this map in a different format please contact the Director of Facilities at 864-327-9882.

## EMERGENCY SYSTEMS INFORMATION

BUILDING ADDRESS: VCOM Carolinas Campus 350 Howard Street

Spartanburg, SC29303

NUMBER OF FLOORS: 3 plus half basement

FIRE ALARM: Yes

AUTOMATICFIRE SPRINKLER: Yes

FIRE ALARM PULL STATIONS: Yes

AUDIBLE ALARM DEVICES: Yes

SMOKE DETECTORS: Yes

FIRE EXTINGUISHERS. Yes

EMERGENCY EXITS: Yes

EMERGENCY POWER: No, Limited 60 Minutes

EMERGENCY LIGHTING: Yes

GENERATOR: No

UTILITY SERVICE SHUTDOWN: Mechanical Room

ELEVATOR INFORMATION: On file with the



## INDOOR PUBLIC ADDRESS SYSTEM MESSAGES

# Weather Emergencies

Message 1: Tornado Warning

EMERGENCY (STEADY) TONE (10 sec). Attention. This is a VCOM ALERT emergency notification message. A tornado warning has

# ADDITIONAL RESOURCES

An  $^{\star}$  indicates the resource is available 24 hours a day, 7 days a week.

(864) 596-2035
(803) 898-3432
(864) 327-9875
(864) 327-9996
(864) 560-7517
(800) 273-8255 *
(864) 560-2663
(864) 596-2588
(864) 530-6400 *
(864) 560-6000 *
(864) 587-3000 *



# BOMB THREAT CHECKLIST

Ask the caller the following questions and write down the answers.