



# EMERGENCY RESPONSE PLAN FOR BUSINESS CONTINUITY 2016

## Periodic Plan Update

This plan shall be reviewed at least annually by the Emergency Management Team to determine the need to revise or include updates reflective of significant new information, new collaborative agreements, or revised actions to be taken within any of the phases or functions delineated in this plan. Changes as a result of this review shall be communicated to the Executive Council at the beginning of each fiscal year, with appropriate action recommended to the Executive Council for approval.

To maintain MTC readiness, the Emergency Management Team may make timely additions or revisions to the written plan and, as necessary, to communicate those changes and initiate training or re-training to appropriate staff. It is the responsibility of the Emergency Management Team, when such additions or revisions to the plan are undertaken, to report to the Executive Council at the earliest possible time and to seek their approval for continuation of the initiated changes.

## Plan Approval Status/Documentation

Plan reviewed by the Emergency Management Team:

  
\_\_\_\_\_  
CHAIRPERSON 2/24/16

Plan approved by the Executive Council:

  
\_\_\_\_\_  
PRESIDENT 2/24/16

# TABLE OF CONTENTS

I.	Introduction/Overview	
A.	Emergency Response Teams .....	4
	• Emergency Management Team	
	• Incident Management Team	
B.	Incident Command Post.....	4
C.	Accommodating Students with Disabilities during a Critical Incident .....	5
D.	Emergency Management Phases .....	7
E.	Overall Recovery.....	8
II.	Emergency Response Plans & Information	
A.	Active Shooter .....	10
B.	Alerts and Warning Sirens....	11
C.	Be Alert .....	12
D.	Bomb Threats & Suspicious Packages .....	13
E.	Chemical Exposure/Spills .....	14
F.	Crime Prevention .....	15
G.	Earthquake .....	16
H.	Emergency.....	17
I.	Evacuations .....	18
J.	Fire .....	19
K.	Mental Health Crisis.....	20
L.	Shelter in Place/Lockout .....	21
M.	Threat of Harm to Person(s) .....	22
N.	Tornado (Imminent) .....	23
O.	Operational Emergency/Utility Failures .....	24
III.	Attachments	
A.	Campus Incident Management Team Responsibilities .....	27
B.	Emergency Evacuation Plan . .....	30
C.	Pandemic Flu Plan .....	32

# **Section I**

## **Introduction/Overview**

## **Introduction/Overview**

In keeping with its commitment to provide a safe environment for its students and employees, Midlands Technical College has developed an Emergency Response Plan for Business Continuity. The goal is to plan the college's responses if an emergency, violent act or disaster occurs. Determining whether or not a situation requires an emergency response will be decided by the Incident Management Team.

### **A. Emergency Response Teams**

- **Emergency Management Team (EMT)**

The Emergency Management Team will meet periodically to review and update the College's Emergency Response Plan. The team will coordinate incident management training and the dissemination of incident management information for the College. Members of the Emergency Management Team will include a representative from each of these areas:

- Operations
- Campus Police
- Information Resource Management
- Public Affairs
- Counseling and Career Services
- Student Development Services
- Human Resources
- Procurement
- Faculty Council
- Student Advisory Board
- Local law enforcement agencies
- Red Cross, DHEC & other emergency/disaster response agencies

- **Incident Management Team (IMT)**

The Incident Management Team will meet periodically to discuss issues associated with the Emergency Response Plan or to respond to a specific incident. The IMT will be required to annually test and document incident management training.

The IMT will evaluate the procedures followed and forward suggestions for revisions to the Emergency Management Team after all tests or emergency events. The IMT is composed of the specific college, local, and state officials called on with a specific emergency. Members of the IMT will vary depending on the emergency event (see Attachment A, "Incident Management Team Responsibilities"). Other members of the college community will be added to the IMT as the situation warrants.

### **B. Incident Command Post (ICP)**

An Incident Command Post (ICP) will be established as the situation warrants. The Director of Operations will manage the ICP in collaboration with the IMT. The ICP may have computers/resources, fax machine, photocopier, multiple telephone lines, radios, televisions, cellular phones, two-way radios, restroom facilities, and any other services needed to support communication during the critical incident.

## **C. Accommodating Students with Disabilities during Critical Incidents**

### **Emergency Response Procedures for Students with Disabilities**

- If the evacuation of a building or area on campus is required, the Campus Police dispatcher will initiate the proper notification procedure for contacting appropriate personnel to advise them of the nature of the evacuation.

### **Before the Emergency**

- The College will advise individuals with disabilities to determine for themselves, with professional consultation, what adaptations to the college's evacuation plan will be needed for them (exit routes, communication methods and availability and location of evacuation equipment (evacuation chair, walkie-talkie).
- The local fire department will be consulted about training employees.
- The College will make brochures, films, and other emergency response materials readily available to faculty, students, and staff. The College will provide emergency information in an accessible format, such as: providing instructions, maps, etc. to individuals with visual impairments in formats such as tactile/Braille maps, instructions in large print, on cassette tape, in Braille, or on computer disk.
- The College will post evacuation plans.
- College personnel will work with the fire and rescue service providers in the community in developing an evacuation plan for each building.
- Conduct education and training for emergencies for faculty, staff, and students.

### **During the Emergency**

- Individuals with mobility impairments or are in wheelchairs may use the building elevator, but NEVER in the case of fire, earthquake or tornado.
- If there is no immediate danger, these individuals should be directed or taken to a stairwell or designated areas until emergency personnel (Fire and/or Public Safety) determine the nature of the situation. Individuals who cannot speak loudly should carry a whistle or have other means of attracting the attention of others. In communicating with persons with disabilities maintain eye contact to ensure that all directions are heard and understood.
- If the plan calls for marshals or other emergency personnel to transport individuals with mobility impairments (using a one-person technique, a two-person technique, dragging technique, or special devices), these individuals should be well trained in executing these techniques and in determining which is most appropriate.
- Exit routes and areas of refuge will be properly marked and easily recognizable.
- If there is imminent danger and evacuation cannot be delayed, the individual with a disability should be carried or helped from the building in the best and fastest manner. The person is the best authority on how to move him or her out of the building.

## **Individuals Who Are Deaf or Hard of Hearing**

Alternative warning techniques should be provided.

- Write down the emergency and the nearest evacuation route.
- Switch the light on and off to gain attention; then use gestures or writing to state the emergency and directions.
- Escort the person during egress, as s/he may not be able to follow oral commands issued by authorities.

Observe general guidelines for oral communication.

- Get the attention of the person with a hearing loss before speaking.
- Look at the person when speaking.
- Refrain from smoking, chewing gum, or otherwise blocking the area around the mouth while speaking in order to facilitate lip reading.
- Speak naturally and clearly without shouting or exaggerating lip movement. Slow down slightly.
- Try to avoid standing in front of windows or other light sources. The glare from behind makes it difficult to read lips and other facial expressions.
- Ask the person with a hearing loss to repeat what was said. If that does not work, then use a pen and paper.
- Speak directly to the person with a hearing loss, not to the interpreter who may be present.
- Use short sentences; they are easier to understand than long sentences with several clauses.
- Repeat the messages if the person does not understand; if repetition does not help, rephrase the message. Initial misunderstandings will clear up over time.
- Use facial expressions, gestures, and other body language to help convey the message.

## **Seriously Injured Person/Seizures**

- Do not move the person if moving the person is life threatening.
- Call the Campus Police dispatch, (803) 738-7199, and give as much information as possible (type of assistance needed, nature of the injury, suspected illness, whether or not the person is conscious).
- Advise the dispatcher if an ambulance is needed.
- Keep person calm and remember First Aid should only be given by a trained professional.
- Remain with the person until the ambulance or the Public Safety officer arrives.
- Document the situation.

## D. Five Phases of Emergency Management

Mitigation/Prevention – What we should be “doing always.” It refers to the things we can and should do to minimize the likelihood of the targeted hazard or condition from becoming an emergency.

Protection – New Phase of Emergency Management that focuses on actions to protect our students, visitors, faculty, and staff against acts of terrorism and manmade or natural disasters.

Preparedness – What we should be “doing now.” It refers to the things we can and should do to be prepared in case of an emergency. These are actions for which there is not likely to be adequate time or resources to complete after the emergency occurs.

Response – What we should be “doing when the emergency occurs.” These are actions we should be ready to take, and should take, beginning when we know of the emergency conditions for which we have planned. The indicators for various levels of emergency response to pandemic flu are detailed in the appendix.

Recovery – What we should be “doing after the emergency conditions pass.” These are actions that we should be ready to take, and should take, when the emergency “response” period is over. With pandemic flu, this does not mean there will be further cases of flu, but the high incidence and continuing spread will have subsided.

Midlands Technical College has established actions to be carried out during each of the emergency management phases. Those actions follow:

### A. *Mitigation*

- MTC will perform life-safety inspections of all buildings annually.
- MTC will review all emergency response plans and procedures annually.

### B. *Protection*

- MTC will follow emergency response plans in order to protect our students, visitors, faculty, and staff.

### C. *Preparedness*

- Each department will review its roles within the Emergency Response Plan.
- Each department will also make sure that faculty/staff and students know of emergency plans for their campus.

### D. *Response*

- Receive notification of incident.
- For all incidents, follow procedures as listed in the Emergency Response Plan.
- Maintain an Activity Log of events during response.

### E. *Recovery*

- For all incidents, follow procedures as listed in the Emergency Response Plan.
- Ensure that faculty/staff, students, and visitors are alerted when it is safe to return to normal operations.
- Return to normal operations.
- Obtain summary of events from all involved in incident and compile into an After Action Report, including an improvement matrix.



## E. Overall Recovery

The recovery campaign will differ based on the type and depth of the emergency incident. The goal is for Midlands Technical College to recover from the incident and return to normal operations.

### **Overview:**

These elements will be considered by the Midlands Technical College Emergency Management Team during the recovery phase:

- Is the facility safe for return of faculty, staff, and students?
- Establish telecommunications, if lost.
- Secure building(s).
- Determine if an alternate location must be acquired to relocate services.
- Establish a priority order of what operations should resume.
- If damage has been done to any of the facilities, equipment or supplies, pictorial or video documentation must be made.
- Inventory damaged property, equipment, and supplies and prepare replacement requisition.
- Contact the organization's insurance carrier(s).
- Conduct vital records restoration.
- Inform the Commission members of the event and the status of operations.
- Begin cleanup operations and debris removal, but not until inventory and pictures are made.
- If injury to students, visitors, or staff has occurred, contact Human Resources or Student Development Services as appropriate.
- Keep detailed records of event.
- Account for all incident related costs with separate cost codes.
- Protect undamaged property.
- Conduct decontamination operations, if applicable.
- Conducts salvage operations.
- Contact media so they can provide necessary information to the community.
- Ensure employee safety and well being
- Are employees personally affected by the incident allowed an opportunity to conduct personal affairs?
- Organize crisis counseling for staff, if needed.
- Celebrate recovery milestones.

Midlands Technical College may need to work with County Emergency Management Division during the recovery phase. Both short-term and long-term recovery may need to occur. Short-term recovery would usually involve restoring all critical utility systems. However, some long-term recovery may be necessary depending on the type of event, which could include facility repairs or restoration.

**SECTION II**  
**EMERGENCY RESPONSE PLANS AND**  
**INFORMATION**

## ACTIVE SHOOTER

Quickly determine the most reasonable way to protect your own life. Options include:

### EVACUATE:

- Have an escape route and plan in mind
- Evacuate regardless whether others agree to follow
- Leave your items behind
- Help others escape if possible
- Prevent individuals from entering the area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

### LOCK OUT: Get everyone away from windows or “fields of fire.”

- Lock exterior doors by pulling pins at push bars.
- Lock classroom and office doors if possible. If doors can't be locked, barricade with desks or tables.
- Close the blinds, turn off the lights, put cell phone on vibrate and stay on the floor. Do not peek out of the door or windows to see what is going on.
- If in the hallway, look for an open room to hide.
- When outdoors, get behind a tree, wall or fence, lay down and wait for rescue.
- If caught in an open parking lot, hide behind the front wheel/engine area.
- Call 911. Do not hang up on the dispatcher until told to do so. The following information should be provided to the dispatcher:
  - Your name, campus, and exact location on the campus such as the building, floor, or room number.
  - Describe the shooter if possible; clothing will help police locate him/her.
  - Where did you last see the shooter or what is the shooter's direction of travel?
  - Type of weapon if known (rifle, shotgun, handgun, etc., or explosive devices).
  - Tell the dispatcher if there are injuries or if anyone needs medical attention.

### TAKE ACTION: Taking out the shooter is a serious decision ONLY YOU can make, maintain a survival mindset.

- Do only as a last resort, when your life is in imminent danger.
- Position yourself in a location that will allow for the element of surprise if the shooter enters.
- Prepare to attack the shooter, should he/she enter your area, by identifying possible weapons.
- Throw items at the shooter's face to cause a distraction and disrupt his/her aim.
- Attempt to incapacitate the shooter. Once the shooter is incapacitated, call Campus Police and advise.
- Move weapons away from the shooter and use a trash can or other container to cover it.
- Provide first aid to injured victims until help arrives.
- Raise your hands and obey any commands from responding law enforcement officers.

## ALERTS, WARNING SIRENS AND TEACHER STATION POP-UPS

Various methods of communication, including any or all of the following, will be deployed during an emergency as best fits the situation.

### ***MTC Alerts!***

*"MTC Alerts!"* will inform you of emergencies or disruptions to campus services, such as class cancellations. *"MTC Alerts!"* are sent as **text messages to your cell phone**.

#### **To receive *"MTC Alerts!"* on your cell phone:**

- Log into your MyMTC account with your MTC user ID and password.
- Click on *MTC Alerts!*
- Provide your name and up to two cell phone numbers and email addresses. Students have the option to add their parents' emails and numbers as the secondary contacts.
- \**MTC Alerts!* is free to all current MTC students and employees; however, your wireless provider may charge standard text message fees according to your plan.

**If you have questions about signing up for *MTC Alerts!***, send them to [helpdesk@midlandstech.edu](mailto:helpdesk@midlandstech.edu).

### **Warning Sirens**

Outside warning sirens may be sounded to alert you to campus emergencies.

When the sirens sound, you should:

- Evaluate your surroundings and seek information about the warning.
- Be prepared to take immediate self-protective action, which may include seeking shelter or remaining where you are.

Sirens may be sounded for several emergencies, including:

- Impending weather emergencies (tornado, hurricane)
- Campus disasters (chemical spills)
- Campus threats (bomb, gunman)

### **Teacher Station Pop-Ups**

An emergency message may pop-up on teacher station computer screens if a campus emergency occurs. Follow the instructions provided in the emergency message.

## **BE ALERT!**

### **Signs of Campus Violence**

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not mean a person is prone to violence, but if in doubt, call Campus Police, (803) 738-7199.

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

### **Signs of Suspicious Activity**

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

## BOMB THREATS & SUSPICIOUS PACKAGES

### Bomb Threats

Bomb threats should always be treated as though there is a bomb until all facts are evaluated and authorities can thoroughly search the area.

If you receive a bomb-threat telephone call:

- Ask the caller:
  - Where is the bomb?
  - When will it explode?
  - What does it look like?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - What is your name?
  - Are you a college employee?
  - Where are you calling from?
- Write down any pertinent information such as background noises, gender of caller, voice pitches and patterns.
- If your building is involved, **CLEAR THE AREA** by pulling the fire alarm and leave the building immediately. Leave personal items behind. (Take keys and phones only if it doesn't delay your evacuation.)
- Do not use cell phones, radios or other wireless devices inside building involved.
- Do not return for personal items.
- When outside, call Campus Police at (803) 738-7199.

### Mail or Package Threat

All suspicious packages and bomb threats must be treated as a serious matter.

To ensure the safety of the campus population, all suspicious packages and bomb threats will be considered real until proven otherwise.

If a suspicious object or potential bomb is discovered:

- Remain calm.
- **DO NOT HANDLE THE OBJECT.**
- **CLEAR THE AREA by pulling the fire alarm and** leave the building immediately. Leave personal items behind. (Take keys and phones only if it doesn't delay your evacuation.)
- Do not use cell phones, radios or other wireless devices inside building involved.
- Do not return for personal items.
- When outside, call Campus Police at (803) 738-7199.

Any employee with direct contact with the suspicious package should wash their exposed skin with soap and water after reaching a place of safety.

## CHEMICAL EXPOSURE/SPILLS

### **If a chemical exposure occurs:**

- Consult the Material Safety Data Sheet for first aid action; usually flushing the affected area with water is prescribed.
- Remove contaminated clothing.
- Call 911 immediately.
- Move to a safer area.
- Call Campus Police at (803) 738-7199.

### **If a chemical spill occurs:**

For spills, releases or incidents requiring special training, procedures or equipment, take these actions:

- Immediately evacuate the spill area.
- If building evacuation is required, pull the fire alarm.
- Call Campus Police at (803) 738-7199.
- Anyone who is contaminated by the spill should avoid contact with others as much as possible and remain in a safe area nearby for emergency treatment.
- Consult the Material Safety Data Sheet for first aid action; usually flushing the affected area with water is prescribed.
- Do not contain or clean up spills unless you are qualified to perform such work.
- Do not re-enter the area unless directed to by emergency personnel.

## **CRIME PREVENTION**

*"We encourage all employees and students to increase their awareness of their surroundings and report anything unusual to the College Police." - Chief of Campus Police*

### **Safety When Walking**

- Avoid walking alone at night. You may request a campus escort by calling Campus Police at (803) 738-7199.
- Stay in well-lit, populated areas.
- If you are confronted by an attacker, scream loudly and try to run to a safe area.
- If you feel threatened, use the blue light emergency call box located around campus to call Campus Police or call Campus Police at (803) 738-7199 from a cell phone.

### **Protecting You and Your Vehicle**

- Have your keys ready before you reach your car so you can open the door quickly.
- Look in, around and under your car before you get in.
- Do not assist occupants of disabled vehicles. Continue driving and use your cell phone or a nearby phone to call Campus Police at (803) 738-7199 to report the disabled vehicle.
- If your car breaks down, raise the hood, lock yourself in the car and call Campus Police (803) 738-7199 or private vehicle assistance, if possible. If someone stops to help, stay in your locked car and open your window slightly to talk.
- Always lock your car.
- If you can't take all your valuables from your car, lock them out of sight in the trunk or glove compartment.
- Never leave your windows cracked or your convertible top down.

### **In Your Office**

- Lock up your valuables even if you will be gone just a few minutes.
- When entering a secure area, let no one "tailgate" in behind you. Make them show their ID if you don't know them.
- Keep all of your personal information secure (home address, Social Security number, access PINs).
- Don't leave your desk or office keys, personal identification or building-access cards in unsecured areas.
- Call Campus Police at (803) 738-7199 to report suspicious people or activities.

### **Protecting Your Valuables**

- Don't leave your cell phone, laptop, purse or wallet unattended when you're at the library or in another public area.



## EARTHQUAKE

If an earthquake should occur, MTC staff and students should follow the procedures below.

### If indoors:

- Seek refuge in a doorway or under a desk or table. Cover your head and neck.
- Stay away from glass, windows, shelves, and heavy equipment.
- Watch out for falling objects such as light fixtures, file cabinets, shelves and other furniture that may move or topple.
- Stay under cover until the shaking stops, and then check your area for injuries and hazards. Assist others and remain calm.
- After the tremors stop, use extreme caution exiting, as the building may be unstable and there may be hazards (e.g., exposed and live electrical lines). **DO NOT USE ELEVATORS.** Do not re-enter until the structures have been declared safe by the appropriate MTC staff.
- If it is unsafe to move from your location, remain in place until help arrives.
- Remind students and staff of possible after-shocks and tell them to follow the same procedures if aftershocks should occur.

### If outdoors:

- Move quickly away from buildings, utility poles, and other structures.
- Avoid power or utility lines, as they may be energized.
- Protect your head with your arms from falling bricks, glass, plaster, and other debris.
- After the initial shock, evaluate the situation; if you can return to your assigned area, do so, and assist others and remain calm.

## EMERGENCY

Emergencies occur often without warning, and without knowledge.

- Blue light emergency call boxes, which dial Campus Police directly, are located around the campus.
- When requesting emergency services, be prepared to provide the following:
  - Your name and telephone number
  - Location of emergency
  - Extent of the incident, injury, or illness

**Police Emergency** call Campus Police at (803) 738-7199

**Medical Emergency** call 911, then Campus Police at (803) 738-7199

- Do not move the victim unless he or she is in danger.
- If you are trained to provide first aid, use pressure to stop bleeding and provide basic life support (CPR).
- Comfort the patient and assure him/her that medical assistance is on the way.
- Do not jeopardize your health or the health of the patient. Wait for professional help if you cannot provide proper first aid safely.
- If you provide first aid, consider if immediate action is required to save a life and if you will put yourself in jeopardy.
- Beware of hazards associated with blood-borne pathogens. If you come in contact with suspected infectious material, wash the exposed area thoroughly with soap and water and seek medical attention.

## EVACUATIONS

Evacuation of the college will fall into two categories:

- Limited evacuation of a building or designated area
- General evacuation of the entire campus

You should plan ahead for possible evacuations. Know evacuation routes from your office or classroom and the campus.

If the fire alarm is activated:

- Leave the building immediately. Leave personal items behind. (Take keys and phones only if it doesn't delay your evacuation.) Do not assume it is a false alarm.
- Do not return for personal items.
- Do not go into the restrooms.
- Do not use the elevators.
- Direct visitors or anyone needing assistance to stairwells and exits.
- When you are outside, check in with your supervisor, department personnel or instructor so everyone can be accounted for.

If the entire campus is evacuated:

- **Students, faculty, and staff** should leave campus and await further instructions.
- **Those who cannot provide their own transportation** should report to the designated off campus location. (This location will be within walking distance of campus.)

# FIRE

## If you discover smoke or fire:

- If it is safe to do so, remove everyone from immediate danger and close the door to the area to confine the smoke and fire.
- Pull the building fire alarm along your evacuation route.
- If the fire is small and you are properly trained, control the fire with available firefighting equipment.
- Before you go through a door to leave a room, feel the door with your hand. Do not open any door that feels hot.
- Do not return for personal items.
- If there is smoke, stay low.
- Use stairs to reach an exit. Do not use elevators.
- After you are out of danger, call 911, then Campus Police at (803) 738-7199.

## If you are trapped in a fire:

- Wedge wet towels or cloth along the bottom of doors to keep out smoke.
- Close doors between you and the fire.
- If you need fresh air, break the window only as a last resort.
- If you catch on fire, do not run. **Stop, drop and roll** to put out the flames.

## Response to fire alarms:

- When an alarm sounds, leave the building immediately. Leave personal items behind. (Take keys and phones only if it doesn't delay your evacuation.) Never assume it is a false alarm.
- Do not use elevators.
- Do not return for personal items.
- Help people unfamiliar with the building or people with disabilities escape the building.
- When you are outside, check in with your supervisor, department personnel or instructor so everyone can be accounted for.

## How to use a fire extinguisher:

- Remember to **P.A.S.S.**



## **MENTAL HEALTH CRISIS**

Anyone can experience stress associated with academic demands, family problems, social relations, work, finances and cultural experiences. The inability to cope with emotional distress can lead to disruptions in overall functioning.

Sometimes a person's usual coping skills are overwhelmed. The signs can include:

- Highly disruptive or aggressive behavior
- Overt suicidal threats (written or verbal)
- Homicidal threats (written, verbal or a history of violence)
- Inability to communicate (incoherent, garbled or slurred)
- Loss of contact with reality

If you have concerns that someone is experiencing such a crisis, call Campus Police, (803) 738-7199, to request assistance.

### **Handling a Crisis**

While waiting for aid to arrive (if you perceive no threat to yourself or others), you should:

- Provide a safe, secure, quiet environment.
- Invite the person to stay until help arrives.
- Listen actively and show empathy.
- Maintain a straightforward, supportive attitude.
- Don't leave the person alone unless you feel threatened.
- Don't try to restrain the person if he or she wants to leave.
- Don't challenge or shock the person.
- Don't minimize the person's distress.

## SHELTER-IN-PLACE/LOCKOUT

Shelter-in-place means to stay where you are to avoid possible danger outside. You could be directed to shelter-in-place in the event of severe weather, hazardous material release, a suspicious intruder or hostage situation.

- Keep students in class until authorities give the all-clear signal.
- Stay away from windows, doors and outside walls.

Information may be provided through various channels including on-site authorities, *MTC Alerts!*, and/or sirens as it becomes available. Authorities may not be able to provide information about what is happening immediately.

In the event of severe weather:

- Basements offer the best protection.
- Otherwise go into an interior room or hallway on the lowest floor possible.

In the event of hazardous material release:

- Turn off ventilation where possible.

In the event of a campus intruder:

- Pull pins on exterior doors to lock them. (*see pictures below*)
- Secure or barricade interior doors and seek concealment away from windows and doors.
- Turn off the lights and close the blinds, if the room is so equipped.

Stay in the shelter location until you receive an all-clear message from authorities.



## **THREAT OF HARM TO PERSON(S)**

- Get to a safe location and call Campus Police, (803) 738-7199, and describe the person, location, presence of weapons, injuries, and current situation.
- Campus Police will respond promptly and call local police/medical personnel as appropriate.
- If needed, Campus Police will establish a perimeter.
- Campus Police will contact Counseling Services or Human Resources as appropriate.

### **If you cannot escape a threat of violence:**

- Try to put space between you and the threat.
- Try to get the attention of a co-worker who can call for help.
- Listen respectfully to the person and let him/her do most of the talking.
- Point out choices other than violence.

### **For sexual assault:**

- Preserve evidence of the attack – don't bathe or change your clothes.
- Campus Police will respond to location of victim and will provide guidance concerning evidence collection, legal procedures, and other support resources such as Counseling Services or Human Resources, to begin the victim assistance process.

## TORNADO (IMMINENT)

### Weather Advisories

- A **watch** means conditions are favorable for the development of severe weather. Monitor the situation closely if the weather deteriorates.
- A **warning** means severe weather has been observed and is imminent.
- You should tune into local television or radio stations for the latest information about approaching severe weather.

**Tornado warnings** are issued by the National Weather Service when a tornado is approaching the area. Warnings and other information may be provided through various communication channels including sirens and *MTC Alerts!* when a tornado is approaching.

### If indoors:

- Seek refuge in a doorway or under a desk or table. Cover your head and neck.
- Stay away from glass, windows, shelves, and heavy equipment.
- Watch out for falling objects such as light fixtures, file cabinets, shelves, and other furniture that may move or topple.
- Stay under cover until the tornado passes and then check your area for injuries and hazards. Assist others and remain calm.
- After the tornado, use extreme caution exiting buildings, as they may be unstable and there may be hazards (i.e. exposed and live electrical wires). **DO NOT USE ELEVATORS.** Do not re-enter the buildings until they have been declared safe by the appropriate MTC staff.
- If it is unsafe to move from your location, call Campus Police (803) 738-7199 if possible and remain in place until help arrives.

### If outdoors:

- Move quickly indoors and follow the instructions above.
- If unable to move indoors, lie flat in a ditch or low area.

### If necessary, call Campus Police at (803) 738-7199:

- Report your location.
- Report any injuries and status of victim(s).
- Stay on the line until released by the dispatcher.
- Do not leave your location until advised or storm warning ends.



## **OPERATIONAL EMERGENCY/UTILITY FAILURES**

### **In the event of a power failure:**

Operations will communicate the status of the failure through notices posted on building doors.

- If you are in a dark area, proceed cautiously to an area with emergency lights.
- Assist others who may be unfamiliar with the building or the area.
- Turn off equipment such as computers and monitors to avoid potentially serious damage when the power is restored.
- If you are in an elevator, use the emergency button or telephone to alert authorities. DO NOT attempt to open the elevator car door or shake the elevator to move.

### **In the event of a gas leak or significant water leak:**

- Do not attempt to correct the problem. Evacuate the area and call Campus Police at (803) 738-7199.

# **Section III**

# **Attachments**

**Attachment A**  
**Campus Incident Management Team**  
**Responsibilities**  
*(Contingency Plan)*

## Campus Incident Management Team Responsibilities (Contingency Plan)

### Triggering Events:

Active Shooter	Airplane Crash/Landing	Aggravated Assault	Bomb Threat/Suspicion
Chemical Exposure or Spill	Fire/Explosion	Hostage Situation	Kidnapping
Medical Emergency	Murder/Death/Suicide	Natural Disaster	Operational Emergency/Utility Failure
Riot	Sexual Assault	Tornado – Imminent	

### Contingency Plan

**1. Triggering event:**

- An individual has reason to believe that one of the above triggering events has occurred on Campus. Individual should contact Campus Police **(803) 738-7199** and provide details such as what happened, who is involved, location of event and whether medical personnel are needed.

**2. Campus Police will:**

- Contact the Director of Operations.
- Contact appropriate law-enforcement, medical and/or fire officials.
- If necessary, go to the scene to gather/verify information, clear individuals from the area, establish a security perimeter and protect evidence.
- Work with appropriate law enforcement, medical, fire or outside agency officials.
- Begin incident report.

**3. Director of Operations will:**

- Notify Executive Council members.
- Assess critical incident and activate Incident Management Team members as appropriate.
- If appropriate, establish the Incident Command Post (CICC).
- Notify other agency officials such as SCE&G, DHEC, SC Emergency Management Division, Red Cross or other disaster relief agencies.
- Notify AVP, Student Development Services (if student injured/involved).
- Notify Human Resources Director (if employee injured/involved).
- Notify Director of Public Affairs. For utility interruptions notify campus through email or postings as appropriate.
- Notify Procurement Manager to facilitate emergency purchases as needed.
- Act as on-scene commander unless relieved by law-enforcement. In absence of Director of Operations, MTC Chief of Campus Police will be on-scene commander.
- Determine when it is safe to return to normal operations.

**4. Director of Public Affairs will:**

- Proceed to the Incident Command Post.
- Notify State Tech. Public Information Office.
- Activate the news-media notification/communications plan.
- Activate the internal notification/communications plan.
- Serve as advisor to the on-scene commander as needed.

**5. Assistant Vice President for SDS/Director of Counseling and Career Services will (if student involved):**

- Proceed to the Incident Command Post.
- Obtain background information on any students involved.
- Make appropriate notifications to family members of students involved (as advised by the Director of Public Affairs).
- Serve as advisor to the on-scene commander as needed.
- Coordinate appropriate support for students/family members via Incident Management Team members and SDS personnel.
- Implement discipline procedures as needed.

**6. Director of Human Resources will (if employee involved):**

- Proceed to the Incident Command Post.
- Obtain background information on any employees involved.
- Make appropriate notifications to family members of employees involved (as advised by the Director of Public Affairs). Advise the on-scene commander as needed.
- Coordinate appropriate support for employees/family members via Incident Management Team members and HRM personnel.
- Implement discipline procedures as needed.

**Attachment B**  
**Emergency Evacuation Plan**

## **MIDLANDS TECHNICAL COLLEGE EMERGENCY EVACUATION PLAN**

If one or more buildings on our campus must be evacuated, due to a fire or other emergencies, the actions listed below will be followed. **(Note: the locations of alarm pulls, fire extinguishers and exit routes are shown on the building floor plans and campus map, posted throughout the campus.)**

1. Any person detecting a fire will activate building alarm system, call (803) **738-7199** and notify dispatch of the fire and its location.
2. All persons will leave the building as quickly as possible in an orderly manner. Persons assigned to assist the handicapped will take necessary measures to safely evacuate them from the building. In administrative buildings or areas, handicapped persons present should be given assistance if required in getting to the assembly area designated by the instructor or supervisor).
3. **ELEVATORS WILL NOT BE USED DURING FIRE DRILLS OR OTHER EMERGENCY EVACUATION.**
4. If time permits, all doors and windows should be closed.
5. All personnel will assemble in an assembly area under the supervision of their instructor or supervisor.
6. Each instructor or supervisor will make a quick roll call and report to the security any persons missing. Classes should remain in a group to facilitate the roll call and until the drill or emergency is over.
7. For administrative offices, each person should assist in accounting for personnel who were in their area.
8. The building may be re-entered upon notification by security personnel that the drill or emergency is over.

# **Attachment C**

## **Pandemic Flu Plan**



**MIDLANDS TECHNICAL COLLEGE**  
**PANDEMIC INFLUENZA RESPONSE PLAN**

**Introduction and Table of Contents**

Since 1997, the World Health Organization and many national health agencies have been monitoring the incidence of a particularly deadly form of avian flu known as H5N1. This form of influenza is currently spreading across the world's bird population. While this flu has not had widespread human impact, it has killed more than half of those humans who have been infected. It is important to plan for the possibility that this form of influenza will become a more widespread human problem. Nationwide, states, communities, organizations and individuals have been urged to plan responses to a possible worldwide "pandemic flu." This plan outlines the steps and procedures that Midlands Technical College will take in response to the emergence of a pandemic flu.

The Pandemic Influenza plan is organized to include:

**Pages Section**

Background: What constitutes a "pandemic flu" and why do we plan for it?

Explanation of the framework of phases and categories of tasks within which we have planned and organized our response plans:

- Four Phases of NIMS Emergency Response
- Six Components of Pandemic Influenza Planning (adapted from PA Template)

Process for periodic plan update

Documentation of the "approval" status of the plan

"Pull Out" pages including:

- Task Lists for Each Phase of Emergency Response to Pandemic Influenza

## **BACKGROUND:**

### **WHAT IS “PANDEMIC FLU” AND WHY DO WE NEED TO PLAN FOR IT?**

#### **“The Flu”**

Influenza, or “flu,” in humans is a highly contagious disease that is usually spread through droplets of moisture caused by coughing or sneezing. Flu is caused by various forms of virus. As the virus attacks our bodies, it causes any of a variety of symptoms, the most usual of which include: fever, headache, runny nose, body aches, cough, sore throat, extreme fatigue, stomach and intestinal discomfort.

“Flu” season comes every year, usually in the winter. Normally, approximately 10% of the population is affected by flu symptoms. For most people, it is unpleasant, but not life-threatening. However, approximately 35,000 people die each year in the United States from symptoms or complications of the flu.

#### **Influenza Virus A or “Avian Flu,” or “Bird Flu”**

“Influenza Virus A,” one class of viruses, is known as “avian flu” or “bird flu” because it is hosted by wild birds – the reservoir in nature for all subtypes of Influenza Virus A. The flu does not generally cause major symptoms of illness in infected birds. Some human flu epidemics are caused when humans working with birds become infected by a form of flu that can be easily transmitted from human to human. This is a source of the seasonal or annual spread of human flu that we have come to expect.

- All Influenza Virus A flu is “bird flu.”
- However, not all bird flu attacks humans,
- Not all bird flu that attacks humans becomes easily transmitted between humans.
- Not all bird flu transmitted to humans will cause deadly epidemic or pandemic.

Scientists distinguish and name varieties of Influenza A viruses by combining the names and numbers used to describe two surface proteins that are part of the biological make-up of the virus: An “H” number that tells which form of the protein *hemagglutinin* is present, and an “N” number to tell which form of the protein *neuraminidase* is present. There are 16 known H-forms and 9 known N-forms. A particular variant of influenza A is labeled, for example, H2N2 or H2N3.

#### **H5N1: One Flu Strain that’s Raising Concerns Today**

The Influenza A variant of most current concern is “H5N1.” In 1997, a human in South East Asia was identified as having died of this strain of flu, transmitted from a bird. According to the World Health Organization, through July 2006, 230 cases of human infection by H5N1 have been identified. More than half (132) of those persons have died. To date, the strain has not been passed between humans – only from bird to human. The incidence among humans remains very low. However, the H5N1 strain has been identified as being widespread in bird populations, now reaching across all of Asia, most of Europe, and into Africa. Wild bird migration patterns make it likely that H5N1 will spread to wild bird populations throughout the world, perhaps as early as Autumn 2006, perhaps within a year or so. The current concern is that this flu might mutate into a variety that remains deadly to humans and is transmittable from human to human.

### **H1N1: Swine flu as it was originally named**

Novel influenza A (H1N1) is a new flu virus of swine origin that first caused illness in Mexico and the United States in March and April, 2009. It's thought that novel influenza A (H1N1) flu spreads in the same way that regular seasonal influenza viruses spread, mainly through the coughs and sneezes of people who are sick with the virus, but it may also be spread by touching infected objects and then touching your nose or mouth. Novel H1N1 infection has been reported to cause a wide range of flu-like symptoms, including fever, cough, sore throat, body aches, headache, chills and fatigue. In addition, many people also have reported nausea, vomiting and/or diarrhea.

### **What makes "flu" a "pandemic flu"?**

We speak of a "pandemic" flu when a brand new strain of flu virus appears for which there is low human immunity and high human-to-human contagiousness. Normally, forms of flu change only a little from year to year – minor mutations of the previous year's variety of flu virus. Humans infected during a recent flu season retain immunity, because their immune systems "recognize" the slightly changed new flu strain and attack invading viruses, killing them. Influenza Virus A sometimes recombines (or mutates through a process called *antigen shift*) into a form that is a sudden, large change of form. If a human population has not recently experienced a similar form, its immune systems do not recognize the virus, do not attack it, and the virus enters the body successfully and begins its spread. When immunity is low within a population, the disease spreads rapidly. If it spreads over a wide portion of the globe, we call this episode of flu a "pandemic flu."

In the last century, there have been notable pandemic flu episodes - in 1918, 1957, and 1968. The 1918 flu – "The Great Influenza" (as a recent book titles it), an H1N1 Influenza Virus A - erupted during the last year of World War I. It caused especially strong symptoms and extremely high mortality rates. The worldwide death toll in 1918 can only be estimated. Between 20 million and 50 million people died the world over. It is this episode which gives us our "worst case" images of what a pandemic flu could be.

## **WHAT IS OUR PURPOSE IN PANDEMIC FLU PLANNING?**

The World Health Organization (WHO) has identified six *Phases to a Pandemic Alert System*. Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly signal the need for response and mitigation efforts.

Our goal is two-fold:

- (1) To plan for and implement ‘prevention’ processes – simple awareness and infection control practices and habits;
- (2) To prepare for possible onset of pandemic influenza and the need for immediate responses. Pandemic influenza preparedness is a process, not an isolated event. To be “prepared,” we must develop specific capabilities in college staff, in students and their families, and in a collaborative community system of college and health emergency response agencies.

Our Pandemic Influenza Emergency Response Plan is intended to guide our development of appropriate procedures, prepare staff, and establish a state of readiness, in case a pandemic flu occurs.

## **WHAT PLANNING ASSUMPTIONS DO WE MAKE IN PREPARING?**

The U.S. Center for Disease Control makes the following assumptions and projections for pandemic flu planning:

- Typical incubation period of two days
- Persons who become infected may transmit for a full day prior to the onset of symptoms.
- On average, two secondary infections occur as a result of transmission from someone who is ill.
- In a community, a pandemic “wave” will last approximately 6-8 weeks.
- Absenteeism from college and work may reach 40% at the peak of the pandemic wave.
- At least two pandemic waves are likely to occur.

Experience during the “Great Influenza” of 1918 demonstrates that it is possible during a pandemic that:

- The health care system will be swamped by sick people seeking assistance.
- The undertaking/funereal industry, too, can be overwhelmed.
- State and national emergency delivery systems may be overwhelmed and unable to address local needs in a timely manner.
- Fear may run rampant within a community under pandemic siege. Community assistance and neighborly support may break down nearly completely.

This pandemic plan recognizes these past experiences and future possibilities. Our assumptions, drawn from the above, include:

- Absenteeism of workers could be in the 30-40% range.
- Workers may not be absent due to family care needs.
- Workers may simply not report due to fear of becoming infected.
- We may experience the loss of suppliers (utilities, garbage removal, food distributors, etc.)

- Government proclamations and fuel shortages may create travel restrictions.
- Businesses may close.
- Litigation may emerge from any number of the above circumstances.

### **Introduction to Plan Organization: The Plan Matrix**

Our plan of action is organized within categories drawn from a matrix that combines a nationally-recommended categorization of phases of management of emergency responses – the “National Incident Management System (NIMS)” and a framework adapted from the state’s Pandemic Planning template of six “functions” or dimensions of planning and action that are inter-related, but distinct. We introduce these phases and functions briefly, then include a copy of the resulting matrix and summary of key planning and response tasks within each phase and function.

### **Five Phases of NIMS Emergency Response**

Mitigation/Prevention – What we should be “doing always.” It refers to the things that we can and should be doing to minimize the likelihood of the targeted hazard or condition from becoming an emergency.

Protection – New Phase of Emergency Management that focuses on actions to protect our students, visitors, faculty, and staff against acts of terrorism and manmade or natural disasters.

Preparedness – What we should be “doing now.” It refers to the things that we can and should be doing to be prepared in case of an emergency situation. These are actions for which there is not likely to be adequate time or resources to complete after the emergency situation begins to occur.

Response – What we should be “doing when the emergency occurs.” These are actions that we should be ready to take, and should take, beginning as soon as we are aware of the emergency conditions for which we have planned. The indicators for various levels of emergency response to pandemic flu are detailed in the appendix.

Recovery – What we should be “doing after the emergency conditions pass.” These are actions that we should be ready to take, and should take, when the emergency “response” period is over. In the case of pandemic flu, this does not necessarily mean that there will be further cases of flu, but the high incidence and continuing spread will have subsided.

## **Six Components of Pandemic Influenza Planning (adapted from PA Template)**

Awareness/Education – actions to assure that all parties are informed and understand what is occurring and how they can contribute to making the situation better.

Infection Control – actions taken to prevent or lessen the spread of the influenza virus. These actions will, of course, also improve control of other related infections.

Surveillance – actions taken within the college system to participate in the identification and reporting of potential or actual cases of flu during a pandemic. These actions will be taken in coordination with public health officials.

Health Concerns – actions taken by college staff that are involved in the direct provision of health care or taken in coordination with community health providers.

Continuity of Operations (COOP) – actions taken to assure that critical college system functions will continue during periods of high absence or college closings.

Collaboration/Communication – actions taken to link the college system with other community agencies involved in the local/regional pandemic flu planning and response activities.

## Pandemic Planning Matrix

Pandemic Action Planning Tasks →		A	B	C	D	E	F
NIMS Phases ↓		Awareness/ Education	Surveillance	Infection Control	Health Concerns	Continuity of Operations	Communication / Collaboration
<b>1 &amp; 2</b>	Mitigation/ Prevention	-Begin awareness building/education process  -Educate employees & students about <ul style="list-style-type: none"> <li>• pandemic flu,</li> <li>• personal hygiene, and</li> <li>• local plans</li> </ul>	-Set up system for surveillance of incidence of disease including procedures, templates for reporting and communication with agencies and community	-Ensure college has adequate supplies for good personal hygiene -Distribute & display posters, etc. re: good personal hygiene -Conduct instruction on good personal hygiene practices	-Develop partnerships with community agencies	-Review policies & procedures re: emergency response, communicable diseases, etc. to determine the need for revision -Explore alternate scheduling options, etc. for continuity of operations with reduced staffing, vendor/supply interruptions, etc. -Assess potential financial impact -Determine current policies/ procedures that may be impacted (leave, absences, payroll, etc.)	-Develop communication plans (e.g. college closures, schedule changes, bussing) -Ensure collaboration with appropriate local EMA and DOH agencies -Establish Incident Command structure including back-up plans/systems/chain of command
<b>3</b>	Preparedness	-Develop template letters forms, etc. -Continue to educate employees & students -Provide training for post-trauma support	-Orient staff re: symptoms and intended surveillance procedures	-Develop &/or review policies and procedures for sending ill students & employees home; modify as needed	-Provide Educational Resources -Identify & assess in-college resources to provide for mental health needs Arrange for provision of additional resources as needed (community-based)	-Review pandemic flu plan in anticipation of implementation; revise as needed -Define critical operations, minimum staffing (& skills), cross-training	-Planning for PODS and provision of resources to aid community surge capacity -Review communication plan -Identify/review procedures for communication with employees, students, and families -Develop procedures for communication with state and local agencies
<b>4</b>	Response	-Finalize and initiate communication to students and employees	-Track the number of employees and students absent daily	-Implement policies and procedures for sending ill students &	Utilize college resources to provide for mental health needs	-Document critical actions taken -College closings as	-Implement all interagency agreements and

		-Keep employees and students informed on college changes	-Report numbers absent to HR for employees and AVP SDS for students	employees home -Cancel college/events as instructed		needed, directed by authorized personnel	procedures for pandemic conditions -Implement PODS roles as indicated -Implement procedures for communication with state & local agencies
5	Recovery	-Provide training for post-trauma support -Provide educational materials to students & employees such as: how to support students' recovery from pandemic flu, common symptoms of grief & loss; coping with stress, etc.	-Identify employees & students who may be in need of (physical and/or mental health) support and develop/arrange college/community resources in response	Return to Mitigation/Prevention procedures and activities	-Provide counseling and student support services -Engage EAP processes as appropriate -Consider college-based mental health services	-Conduct debriefings re: lessons learned -Modify work roles and responsibilities or add volunteer or support staff as needed -Document lessons learned	-Evaluate communication plan and collaboration with local & state agencies



**Actions To Be Taken/Resources To Be Used**  
**Within Each Phase of Pandemic Influenza Response**

**MITIGATION AND PREVENTION**

To mitigate or prevent the effects of Pandemic Flu, the actions outlined in the accompanying table will be taken upon adoption of this plan, and thereafter.

**PREPAREDNESS**

To prepare for Response to Pandemic Flu, the following actions outlined in the accompanying table will be taken upon adoption of this plan, and thereafter, in accordance with the schedule outlined below.

**RESPONSE**

Upon receiving reports from local public health officials that there are cases of pandemic flu within the state, the college's "response" system will be initiated as outlined in the accompanying tables. We include two tables of responses to guide actions (a) when the college is open, and (b) when the college is closed.

**RECOVERY**

When a pandemic is declared as "ended" by public health officials, cases of influenza may still occur within the population. In its wake, a pandemic may leave persons suffering a variety of health and emotional conditions. During Recovery, the actions outlined in the accompanying table will be taken.

MITIGATION & PREVENTION ACTIVITIES	RESPONSIBLE DEPARTMENT / COMMITTEE
<b><u>AWARENESS / EDUCATION</u></b>	
Provide NIMS Training for Executive Council and Supervisors.	Human Resource Management
Inform students and employees re: infection control: Teach infection control during staff orientations & meetings and send information regarding healthy infection prevention habits.	AVP SDS
Post and distribute infection control and pandemic influenza basic information: Healthy Habits/Infection Control Information: <ul style="list-style-type: none"> <li>• Acquire or prepare posters, flyers, and related materials defining “healthy habits” that support infection control.</li> <li>• Post flyers and reminders of healthy habits – “cover your cough,” “stop the spread of germs,” and related topics. [Post in each rest room, on web-site, and other appropriate building sites.]</li> <li>• Distribute “Pandemic Influenza” information and “Getting Ready for Pandemic Flu Checklist (for Families)” to students and employees.</li> </ul> Check monthly & redistribute additional pamphlets as needed.	Operations AVP SDS
<b><u>INFECTION CONTROL</u></b>	
Establish, promote and evaluate Sanitation and Disinfection Procedures <ol style="list-style-type: none"> <li>a. Routinely inspect health &amp; safety of college facilities</li> <li>b. Maintain good cleanliness and ventilation</li> <li>c. Make accessible soap, paper towels &amp; sinks or hand sanitizer</li> <li>d. Display hand washing &amp; cough etiquette posters</li> <li>e. Maintain adequate extra supplies and develop system for dispersal</li> <li>f. Implement procedures for control &amp; disposal of infectious waste</li> <li>g. Supply/provide disinfectant, labeled for activity against bacteria and viruses</li> </ol>	Operations
Train Staff/Faculty: Infection Control (include Universal precautions and blood borne pathogens) Suggestions to include: <ul style="list-style-type: none"> <li>• Social Distancing</li> <li>• Avoid touching eyes, nose &amp; mouth</li> <li>• No sharing utensils or cups, etc</li> <li>• Stay home when sick</li> </ul> Resources for Basic Readiness/Pandemic Readiness Activities <ul style="list-style-type: none"> <li>• American Red Cross-Family Disaster Plan &amp; Personal Survival</li> <li>• Centers for Disease Control &amp; Prevention</li> <li>• Department of Health &amp; Environmental Control</li> </ul>	Human Resource Management
MITIGATION & PREVENTION ACTIVITIES	RESPONSIBLE DEPARTMENT / COMMITTEE

Develop written policies and procedures for exclusion of students and employees due to illness	Human Resource Management State Tech Executive Council
<b><u>SURVEILLANCE</u></b>	
Employee & Student Illness - Develop illness monitoring procedures/protocol which includes notifying HR of employee absences and AVP SDS of student absences	Human Resource Management AVP SDS
<b><u>HEALTH CONCERNS</u></b>	
Develop Partnerships with Community Agencies	Emergency Management Team
<b><u>CONTINUITY OF OPERATIONS</u></b>	
Plan for and initiate cross-training (include emergency response functions in this planning), particularly for roles that require more extensive training	Emergency Management Team
Define critical functions which must be maintained and minimum staffing needs (numbers and skills) Plan possible re-assignments under pandemic (3-deep principle), continue cross-training (include emergency response functions in this planning)	Emergency Management Team
Project and plan for financial impact Plan for continuity of payroll functions	Finance
Define alternate means of educating students if classes must be combined (due to absences unable to be covered by substitutes) or college is closed for lengthy period.	Executive Council
Develop and adopt liberal leave policies for persons with sick family members during declared pandemic disease periods	State Tech Human Resource Management
<b><u>COMMUNICATION / COLLABORATION</u></b>	
Develop Partnerships with Community Agencies a. County EMA Coordinators b. State/Regional Contacts i. Department of Health ii. State Tech iii. State Emergency Management Agency	Public Relations Operations
Develop a Variety of Communication Channels a. State Pandemic Plan, Appendix 25, Communication Strategies <a href="http://www.scmd.org/planandprepare/plans/mass-casualty-plan">http://www.scmd.org/planandprepare/plans/mass-casualty-plan</a> b. Health Alert Network (HAN) Public Website- the State Health Alert Network <a href="http://www.dhec.sc.gov/health/disease/han/notifications.htm">http://www.dhec.sc.gov/health/disease/han/notifications.htm</a> c. Automated message system d. Alternate forms of communication: e-mail; media; newsletters e. Determine who will keep track of updating communication lists f. Rumor control g. Keep message simple h. Consistent message from everyone i. May need to vary message for employees, students & parents	Public Relations

PREPAREDNESS	RESPONSIBLE DEPARTMENT/ COMMITTEE
<b><u>AWARENESS / EDUCATION</u></b>	
Re-Distribute “Pandemic Influenza” information and “Getting Ready For Pandemic Flu Checklist (for Families)” to students and employees	Operations AVP SDS
<b><u>INFECTION CONTROL</u></b>	
Replenish supplies and review Sanitation and Disinfection Procedures <ul style="list-style-type: none"> <li>a. Routinely inspect health &amp; safety of college facilities</li> <li>b. Maintain good cleanliness and ventilation</li> <li>c. Make accessible soap, paper towels &amp; sinks or hand sanitizer</li> <li>d. Display hand washing &amp; cough etiquette posters</li> <li>e. Maintain adequate extra supplies and develop system for dispersal</li> <li>f. Implement procedures for control &amp; disposal of infectious waste</li> <li>g. Supply/provide disinfectant labeled for activity against bacteria &amp; viruses</li> </ul>	Operations
<b><u>SURVEILLANCE</u></b>	
Student/Employee Illness <ul style="list-style-type: none"> <li>a. Track student &amp; employee absences</li> <li>b. Notify HR of employee absences and AVP SDS of student absences</li> </ul>	Human Resource Management AVP SDS Department Chairs
Conduct Risk/Vulnerability Assessment (What risks are unique for your college?) <ul style="list-style-type: none"> <li>a. Identify employees or students traveling to affected countries</li> <li>b. Near airport</li> <li>c. Open campus</li> </ul>	Emergency Management Team
Keep Abreast of Activity in the Community <ul style="list-style-type: none"> <li>a. HAN State Health Alert Network serves as a communication network among state and local public health agencies, healthcare providers, hospitals and emergency management officials.</li> <li>b. Participate in hazard &amp; risk assessments for your area.</li> </ul>	Emergency Management Team
<b><u>HEALTH CONCERNS</u></b>	
Review and compile list of resources available for mental health and grief counseling services, including student assistance teams, employee assistance services, partnering community mental health services, etc.	Counseling Services Human Resource Management
<b><u>CONTINUITY OF OPERATIONS</u></b>	
Begin regular [or “timely”] briefings to monitor preparedness, identify lessons learned, and make necessary changes to the preparedness and response plan.	Emergency Management Team Executive Council

PREPAREDNESS	RESPONSIBLE DEPARTMENT / COMMITTEE
<b><u>CONTINUITY OF OPERATIONS (continued)</u></b>	
Review and update employee emergency contact lists.	Human Resource Management
Define and plan for contractual issues; agree on contract addenda that will prevail during declared pandemic periods	Operations Legal Services
List suppliers MTC interacts with on routine basis; make arrangements for alternate supplier(s), deliveries, etc.	Operations Auxiliary Services
Provide prepackaged information that provides structure & advice for return to learning	Executive Council Department Chairs
<b><u>COMMUNICATION / COLLABORATION</u></b>	
Collaborate with Community for Resources <ul style="list-style-type: none"> <li>• Local businesses</li> <li>• Local officials</li> <li>• Fire</li> <li>• Law enforcement</li> <li>• Emergency Management Agency (EMA)-County EMA Coordinators</li> <li>• Emergency Management Services (EMS)</li> <li>• Public health</li> <li>• Medical, health &amp; behavior care providers</li> </ul>	Public Relations Operations
Review (at least preliminary) “recovery” surveillance, referral, communication plans with partnering community agencies and service providers.	Emergency Management Team

RESPONSE – A. PANDEMIC FLU PRESENT, BUT COLLEGE REMAINS OPEN	RESPONSIBLE DEPARTMENT / COMMITTEE
<b><u>AWARENESS / EDUCATION</u></b>	
Send information to staff reviewing flu symptoms and indicators, procedures for sending ill students or employees home.	Human Resource Management AVP SDS Supervisors
Provide information to students / employees on prevention procedures, and provide information as to the college status.	President’s office Public Relations
Provide updates to HR and College Life on the extent of infection at each campus and anticipated changes in conditions or associated procedures.	Supervisors
<b><u>INFECTION CONTROL</u></b>	
Implement Procedures for Prevention of Disease Transmission a. Cancel non-essential public gatherings b. Avoid crowded social environments c. Limit non-essential travel d. Clean especially inanimate objects (phones, keyboards)	All departments
Possibility college may need to be used as make-shift hospital or POD	Operations
<b><u>SURVEILLANCE</u></b>	
Monitor community/state/country/world situation a. Monitor situation through CDC, WHO & US Dept. of Health & Human Services (DHHS) websites b. Monitor situation through HAN	Emergency Management Team
Monitor effects of cumulative stress on employees who have served as caregivers in their homes. Work with Human Resources/AVP SDS Services/Emergency Management Team to provide support.	Supervisors
<b><u>HEALTH CONCERNS</u></b>	
Monitor sufficient infection control supplies & replenish as needed	Operations
Providing for Mental Health Care a. Anticipate emotional trauma b. Be vigilant about ripple effects on students/employees c. Reinforce message about post-traumatic stress disorder-how to recognize & prevent d. Modify work roles & responsibilities or add volunteer staff as needed. e. Contact/ coordinate delivery of grief counseling, emotional counseling support, as needed.	Human Resource Management Counseling Services AVP SDS

RESPONSE – A. PANDEMIC FLU PRESENT, BUT COLLEGE REMAINS OPEN	RESPONSIBLE DEPARTMENT/ COMMITTEE
<b><u>HEALTH CONCERNS (continued)</u></b>	
Reporting: a. Record each incident of student or staff exhibiting symptoms of flu or sent home due to flu b. When absences are phoned in, ask and note those absent due to flu-like symptoms. c. Report from campus locations to central HR and AVP SDS daily. d. Report to public health officials daily/ weekly as instructed by public health system.	Supervisors Human Resource Management AVP SDS
<b><u>CONTINUITY OF OPERATIONS</u></b>	
Follow Incident Command emergency chain of command, including filling of administrative positions when absences are caused by illness	Emergency Management Team
Modify work roles and responsibilities & utilize volunteers or support staff, as needed	Emergency Management Team
Continue briefings to monitor response status identify lessons learned, make necessary changes to the pandemic flu emergency response plan	Emergency Management Team
Monitor staff absences; initiate contingency operational plans to maintain critical functions, as needed	Emergency Management Team
Initiate “pandemic procedures” as defined in contractual agreements/ addenda	Emergency Management Team
Maintain payroll distribution in accord with pandemic plan	Emergency Management Team
Implement financial contingency plans, as appropriate	Emergency Management Team
Implement liberal leave policies for persons with sick family members	Emergency Management Team
Initiate “alternate supplier” arrangements, as appropriate	Emergency Management Team
Cooperate with use of College Building(s) as POD or Evacuation Center, in accord with interagency agreements	Emergency Management Team

RESPONSE – A. PANDEMIC FLU PRESENT, BUT COLLEGE REMAINS OPEN	RESPONSIBLE DEPARTMENT / COMMITTEE
<b>COMMUNICATION / COLLABORATION</b>	
<p>Implement the Emergency Response Plan</p> <ol style="list-style-type: none"> <li>1. Collaborate with Community EMAs, Police, Fire, etc. (as planned)</li> <li>2. Communication (use NIMS) <ol style="list-style-type: none"> <li>a. Rumor Control <ol style="list-style-type: none"> <li>i. Communication in absence of person-to-person contact</li> <li>ii. Prepare statement to be read by everyone, answering calls. Place on college website</li> <li>iii. Clear messages to assuage fear</li> <li>iv. Timely, accurate, credible &amp; consistent information tailored to specific audiences</li> <li>v. Regular debriefings</li> <li>vi. Within 4 hours, make public announcement</li> <li>vii. Automated messages to employees/students</li> <li>viii. Educational materials available how to support your students with recovery</li> <li>ix. Hold college-wide meetings to address concerns.</li> </ol> </li> <li>b. Media Control <ol style="list-style-type: none"> <li>i. Schedule press briefing</li> <li>ii. Set perimeter for press access to college</li> </ol> </li> </ol> </li> </ol>	<p>Operations Public Relations</p>



<b>RESPONSE – B. COLLEGE CLOSED</b>	<b>RESPONSIBLE DEPARTMENT / COMMITTEE</b>
<b><u>AWARENESS / EDUCATION</u></b>	
Utilize local TV, internet, radio, and text messages for college announcements & closures.	President’s Office Public Relations
<b><u>INFECTION CONTROL</u></b>	
Continue all infection control procedures among any employees working through “closure”	Operations
<b><u>SURVEILLANCE / HEALTH CONCERNS</u></b>	
<p>Monitor illness of essential employees working through “closure”</p> <ul style="list-style-type: none"> <li>a. Monitor those with temperatures above 100.4 &amp; one or more of the following: cough, sore throat or shortness of breath &amp; history of contact with domestic poultry or known or suspected case of H5N1 or in an H5N1 affected country within 10 days of symptoms.</li> <li>b. Alert DHEC to substantial increases in absenteeism- Process under development-watch website for updates.</li> </ul>	Supervisor or Designee
<p>Monitor community/state/country/world situation</p> <ul style="list-style-type: none"> <li>a. Monitor situation through CDC, WHO &amp; US Dept. of Health &amp; Human Services (DHHS) websites</li> <li>b. Monitor situation through HAN</li> </ul>	Emergency Management Team
Work with [Human Resources and AVP SDS Services] to provide support.	Supervisors
<b><u>CONTINUITY OF OPERATIONS</u></b>	
Continue briefings to monitor response status identify lessons learned, make necessary changes to the pandemic flu emergency response plan.	Emergency Management Team
Continue to implement Continuity of Operations Plans for fiscal, physical plant	Emergency Management Team
<b><u>COMMUNICATION / COLLABORATION</u></b>	
Maintain communications with EMA/public health agencies, per prior collaborative agreements.	Emergency Management Team
Implement POD plans and roles under direction of public health/EMA officials, as appropriate	Emergency Management Team

RECOVERY	RESPONSIBLE DEPARTMENT / COMMITTEE
<b><u>AWARENESS / EDUCATION</u></b>	
Continue to post flyers and reminders of healthy habits.	AVP SDS
Continue to publish articles in college newsletters, on web pages, and on campuses on infection control.	AVP SDS
Provide information to students, families, and employees on: <ul style="list-style-type: none"> <li>• signs and symptoms of stress/ emotional issues arising from impact of flu, loss and grief on self, family, friends or community, and</li> <li>• counseling services and activities to assist in coping with impact of the flu on family, friends, community.</li> </ul>	Counseling Services AVP SDS
<b><u>INFECTION CONTROL</u></b>	
Return to Mitigation/Prevention Infection Control Procedures	Operations
<b><u>SURVEILLANCE</u></b>	
Identify students or employees who may need long-term physical and mental health support or intervention.	Human Resource Management Counseling Services
<b><u>HEALTH CONCERNS</u></b>	
Mental Health Concerns <ol style="list-style-type: none"> <li>a. Returning to College             <ol style="list-style-type: none"> <li>i. Address required comfort needs</li> <li>ii. Establishing routine as soon as possible “new normal.”</li> <li>iii. Group &amp; individual counseling</li> <li>iv. Seek out employees/students who may need assistance</li> <li>v. Employee Assistance Program (EAP)</li> </ol> </li> <li>b. Long-term Recovery             <ol style="list-style-type: none"> <li>i. Stay alert for any continuing changes in behavior over days &amp; months</li> <li>ii. Employee Assistance Program (EAP)</li> </ol> </li> </ol>	AVP SDS Human Resource Management
<b><u>CONTINUITY OF OPERATIONS</u></b>	
Continue briefings to monitor recovery status identify lessons learned, revise the response plan.	Emergency Management Team
Plan and implement activities to rebuild community throughout the college system, including, for example: <ol style="list-style-type: none"> <li>a. Appropriate environmental remediation of college facilities if used as health care site or if there were sick children in the building</li> <li>b. Restoration &amp; strengthening of community &amp; social connections</li> <li>c. Strengthen support systems</li> <li>d. Reach out to other college communities who have dealt with similar crises</li> </ol>	Emergency Management Team
Evaluate Efficacy of Disaster Plan: What worked? What didn't? Revise and/or train, as appropriate	Emergency Management Team

**COMMUNICATION / COLLABORATION**

Continue to develop college and community resources to provide needed physical and mental health support.	Emergency Management Team
Implement surveillance, referral, communication plans with partnering community agencies and providers.	Emergency Management Team
Communication <ul style="list-style-type: none"><li>a. Regular debriefing</li><li>b. Keep communication lines open among college &amp; community</li></ul>	Emergency Management Team