

Emergency Response Plan

2022



MIDLANDS
TECHNICAL COLLEGE

Periodic Plan Update

This plan shall be reviewed at least annually by the Emergency Response 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 for approval.

To maintain MTC readiness, the Emergency Response 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 Response 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 Response Team:

CO-CHAIRS:

Emily Burns, Assistant Vice President for Counseling and Support Programs

Teresa Cook, Director of Operations

Plan approved by the Executive Council:

A handwritten signature in black ink that reads "Ronald L. Rhames". The signature is written in a cursive style with a large, prominent 'R' at the beginning.

PRESIDENT

TABLE OF CONTENTS

I.	Introduction/Overview	
A.	Emergency Response Team	4
B.	Incident Command Post	5
C.	Emergency Operations Center.....	5
D.	Accommodating Students with Disabilities during a Critical Incident	5
E.	Five Phases of Emergency Response	7
F.	Overall Recovery.....	8
II.	Emergency Response Actions	
A.	Active Shooter.....	10
B.	Text Alerts, Warning Sirens, Websites, Social Media, and Email	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.	Emergency Response Team: Organizational Chart & Responsibilities	26
B.	Emergency Response Team Communication Protocols	41
C.	Emergency Evacuation Plan.....	44
D.	Campus Maps	46
E.	Emergency Service Providers.....	54

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. 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 Commander.

A. Emergency Response Team

- **Emergency Response Team (ERT)**

The Emergency Response Team will meet periodically to review and update the College's Emergency Response Plan. The team will coordinate emergency response training and dissemination of emergency response information for the College. Members of the ERT include:

- Incident Commander (Campus Police)
- Public Information Officer (Marketing & Communications)
- Liaison Officer (Campus Police)
- Safety Officer (Campus Police)
- Operations Section Leader (Campus Police)*
- Planning Section Leader (Campus Police)*
- Logistics Section Leader (Auxiliary Services Director)*
- Finance Section Leader (Finance Director)*

*Each section head will have members trained in duties assigned to that section.

For more details about the members and their duties, see the Organizational Chart & Responsibilities in the attachments.

- **Training**

The ERT will meet periodically to discuss issues associated with the Emergency Response Plan or to follow-up on a specific incident. The ERT will also be required to annually test and document emergency response training.

The ERT will evaluate the procedures followed and make suggested revisions to the Emergency Response Plan after all tests or emergency events. The proposed changes to the Emergency Response Plan will be submitted to the Executive Council for approval.

Training helps emergency personnel become familiar with their responsibilities and acquire the skills necessary to perform assigned duties. Tests provide a means to validate plans and procedures and to evaluate the skills of the participants.

The Emergency Response Plan will be posted on the college website. Each member of the ERT will have a copy of the Emergency Response Plan. Additionally, each member of the ERT will develop detailed plans and information to aid in training and response to their specific duties.

Other members of the college community may be added to the ERT as the situation warrants.

B. Incident Command Post (ICP)

An Incident Command Post (ICP) will be established as the situation warrants. The Incident Commander will manage the ICP in collaboration with the ERT. The ICP will often be near the emergency incident and will also include the Public Information Officer, the Liaison Officer, and the Safety Officer. The ICP may have radios, mobile phones, computers, fax machine, photocopier, multiple telephone lines, televisions, restroom facilities, and any other services needed to support communication during the emergency incident.

C. Emergency Operations Center (EOC)

The EOC will be established as the situation warrants. The EOC will often be away from the immediate vicinity of the emergency incident and will include the four section heads (Operations, Planning, Logistics and Finance) and their members. The EOC will often be a pre-arranged site on or near campus and may be equipped with radios, mobile phones, computers, fax machines, photocopier, multiple telephone lines, televisions, restroom facilities, and any other services needed to support communication during the emergency incident.

D. Accommodating Students with Disabilities during a Critical Incident

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; for example, 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, or on a flash drive.
- 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 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, a 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 will 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 individual 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 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 languages to help convey the message.

Seriously Injured Person/Seizures

- Do not move the person if moving the person is life threatening.
- Call 911, then Campus Police at (803) 738-7199, and give as much information as possible (the 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 the 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.

E. Five Phases of Emergency Response

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 Response 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 Response 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 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 employees and students know of emergency plans for their campus.

D. Response

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

E. Recovery

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

F. 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 Response Team during the recovery phase:

- Is the facility safe for the return of employees 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 an injury to students, visitors, faculty, or staff has occurred, contact Human Resources or Student Development Services as appropriate.
- Keep detailed records of the event.
- Account for all incident-related costs with separate cost codes.
- Protect undamaged property.
- Conduct decontamination operations, if applicable.
- Conducts salvage operations.
- Communicate with students and employees through appropriate channels per MARCOM Crisis Communications Handbook.
- 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 ACTIONS

ACTIVE SHOOTER

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

EVACUATE: (RUN)

- Have an escape route and plan in mind
- Evacuate regardless of 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: (HIDE)

- 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 phones 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 the exact location on the campus such as the building, floor, or room number.
 - Describe the shooter if possible; clothing will help police locate shooter.
 - 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: (FIGHT)

- 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 shooter’s 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.

TEXT ALERTS, WARNING SIRENS, WEBSITES, SOCIAL MEDIA, AND EMAIL

Various methods of communication may 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:

- Students and employees are automatically signed up to receive text message alerts.
- Verify your cell phone number by logging into your MyMTC account with your MTC user ID and password.
- Click on *MTC Alerts* in the Services section of the middle column.

Verify your primary cell phone and email address. **If you have questions about *MTC Alerts!***, send them to 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, active shooter)

College Website

Look to the college website pop-up alert for updated information during severe weather or campus emergency. MIDLANDSTECH.EDU

Social Media

During an emergency, the college may post information and instructions on the college’s Facebook page (facebook.com/midlandstech) and Twitter page (twitter.com/midlandstech).

Email

During an emergency, the college may email employees (AllMTC) at their official college email account. Emails will come from CollegeNews@midlandstech.edu.

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, 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 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, the gender of the 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 the 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 the 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 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 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 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 the 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 faculty, 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 undercover 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 in danger.
- If you are trained to provide first aid, use pressure to stop bleeding, and provide basic life support (CPR/AED).
- Comfort the patient and assure 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:

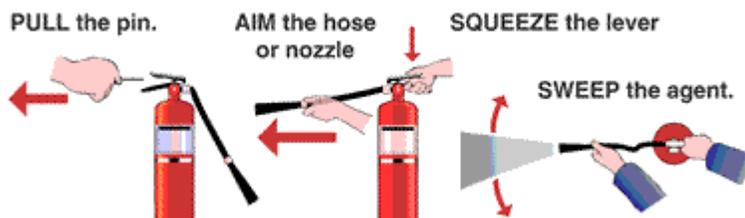
- Wedge wet towels or cloth along the bottom of doors to keep out smoke.
- Close doors between you and the fire.
- If you need fresh air, break the window only as a last resort.
- If you catch on fire, do not run. **Stop, drop, and roll** to put out the flames.

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

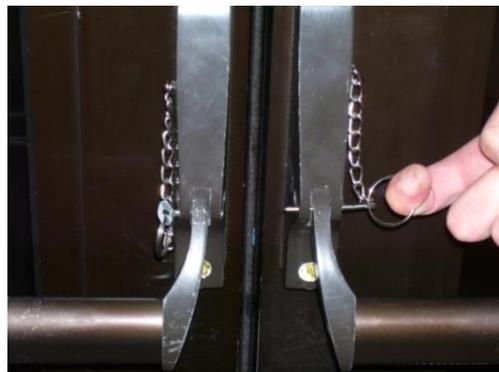
In the event of hazardous material release:

- 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 someone else who can call for help.
- Listen respectfully to the person.
- 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 the location and will provide guidance concerning evidence collection, legal procedures, and other support resources such as Counseling Services or Human Resources, to begin the 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 undercover 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 the injured.
- 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, significant water leak, or utility issue:

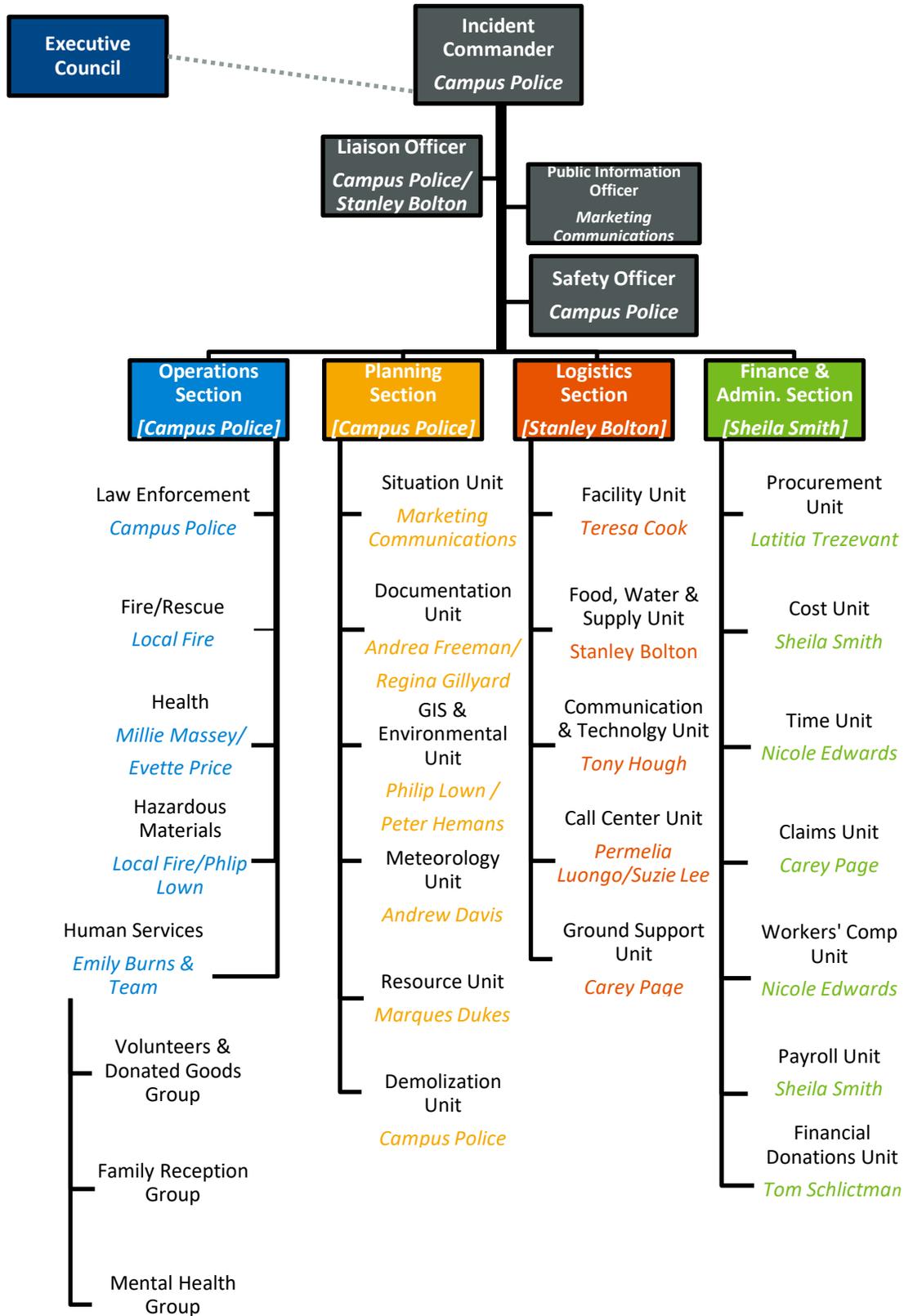
- Do not attempt to correct the problem.
- Evacuate the area and call Campus Police at (803) 738-7199 who will contact the on-call representative in Operations.

Section III

Attachments

Attachment A
Emergency Response Team
Organizational Chart & Responsibilities

Organizational Chart



Re-unification Team

The Reunification Team will work to provide services to individuals who want to notify others that they are safe, seek others who are unaccounted for, and reestablish contact when separated from family. Reunification services are designed to meet the short-term reunification needs of those directly impacted by the crisis. Services include providing human and technological resources to reconnect individuals by facilitating communication between those affected by the incident and those outside the incident.

Muffy Allison

Laureen Billingsley

Bud Branham

Kaci Greene

Viola Greer

Qiana Henton

Luanne Kea

Rosemary Knowlton

Kevin Floyd

Laura Baker

Sylvia Williams-Mills

Larry Saunders

Allen Sharpe

Angela Williams

RE-UNIFICATION SITES

Airport Campus Re-Unification Site

Crossroads World Outreach Center
2606 Emanuel Church Road
West Columbia, SC 29170
Josiah Hodge- Pastor 803-755-0246
Melody Weeks 803-606-4985

Beltline Campus Re-Unification Site

Rosewood Community Church
3707 Moss Avenue
Columbia, SC 29205
Bob Morgan – Pastor 803-799-0514

Northeast Campus Re-Unification Site

Fair-Lawn United Methodist Church
9203 Wilson Blvd.
Columbia, SC 29203
Lisa Coughlin- Church Secretary 803-754-2070

Harbison Campus Re-Unification Site

St. Andrews Presbyterian Church
6952 St. Andrews Road
Columbia, SC 29212
Paul Reynolds- Facility Manager 803-760-2349

EMERGENCY OPERATIONS CENTERS

Airport Campus – MH 141, Education Technology Center

Beltline Campus – BSC 209, Small Dining Room

Harbison Campus – CE 113, Auditorium

Northeast Campus – CT 109, Executive Conference Room

ERT FUNCTIONAL ROLES AND RESPONSIBILITIES

Executive Policy Group

Unit	Name	Responsibility
Executive Policy Group	Executive Council	<ul style="list-style-type: none"> • Approve Emergency Response Organizational Structure • Provide overall direction and long-term planning for the College • Make all decisions that could have a significant impact on College facilities, personnel, students, or operations • Establish goals and priorities to accomplish during the recovery efforts

Command Staff

Unit	Name	Responsibilities
Incident Commander	Campus Police (First responding officer)	<ul style="list-style-type: none"> • Facilitate all strategic decisions that need to be made in order to manage the College and personnel during an emergency • Coordinate activity for all EMT staff • Keep EPG informed on the status of the response • Directly supervise: Public Information Officer, Safety Officer, Liaison Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance and Administration Section Chief • Maintain responsibility for all subordinate functions until delegated to another person
Public Information	Marketing Communications	<ul style="list-style-type: none"> • Communicate messages via text message, website, social media, and email as necessary and appropriate • Prepare media statements • Release information about the incident to the media • Conduct media briefings • Arrange tours, interviews or other briefings as necessary
Safety Officer	Campus Police	<ul style="list-style-type: none"> • Develop and recommend measures for assuring personnel safety during response • Assess and/or anticipate hazardous and unsafe conditions • Exercise emergency authority to stop activity and prevent unsafe acts • Coordinate safety briefings for volunteers and emergency responders
Liaison Officer	Campus Police/Stanley Bolton	<ul style="list-style-type: none"> • Serve as the primary point of contact for all supporting agencies and Mutual Aid Organizations • Assist in establishing and coordinating with City & County EOCs

Operations Section

Unit	Name	Responsibilities
Operations Chief	Campus Police	<ul style="list-style-type: none"> • Oversee tactical operations and support services for affected persons • Directly supervises: Law Enforcement, Fire / Rescue, Health, Hazardous Materials, Human Services
Law Enforcement	Campus Police	<ul style="list-style-type: none"> • Establish a safe campus environment through first response to an emergency • Make an initial assessment of the emergency • Investigate and preserve crime scenes • Respond to calls for service • Establish a perimeter and provide security for areas unsafe to the public • Aid in conducting evacuations • Coordinate response for SWAT, Explosive Device Teams or military response when requested
Fire / Rescue	Local Fire Department	<ul style="list-style-type: none"> • Assess and respond to current or potential fire hazards • Coordinate search and rescue operations
Health	Millie Massey/Evette Price	<ul style="list-style-type: none"> • Coordinate medical care relief operations at the time of, or immediately following, an emergency • Perform initial triage and treatment of victims and first responders • Coordinate with Emergency Medical Services (EMS) and local hospitals • Responsible for isolating / quarantining victims if necessary • Assurance of victim identification / mortuary services

Hazardous Materials	Local Fire Dept./Philip Lown	<ul style="list-style-type: none">• Respond to or coordinate response to actual or potential releases of hazardous materials resulting from natural, human-caused or technical emergencies• Maintain records of Material Safety Data Sheets (MSDS) for all chemicals used on campus• Coordinate response with Hazardous Material Teams
----------------------------	------------------------------	--

Operations – Human Services

Unit	Name	Responsibilities
Human Services	Emily Burns	<ul style="list-style-type: none"> • Oversee support services for affected persons and incident response • Directly supervise: Volunteer / Donated Goods Group, Family Reception Group, and Mental Health Group
Volunteers / Donated	Wayne Marter	<ul style="list-style-type: none"> • If safe, solicit and coordinate volunteers from MTC and the surrounding community to aid in the response and recovery for MTC and greater Columbia • Track all volunteers' hours and tasks performed • Assist in the response / recovery efforts for the community until volunteers are no longer needed • Coordinate the delivery, storage, and distribution of donated materials
Family Reception Group	Doretha Glymph	<ul style="list-style-type: none"> • Coordinate the reunification of the MTC community with family members • Track the health and safety status of affected individuals • Release information to necessary parties within the appropriate guidelines • Serve as the liaison between the victims' families and the College
Mental Health Group	Muffy Allison	<ul style="list-style-type: none"> • Provide mental health relief efforts at the time of or immediately following, an emergency • Coordinate with the Behavioral Intervention Team

Planning Section

Function Team	Names	Responsibilities
Planning Chief	Campus Police	<ul style="list-style-type: none"> • Oversee the creation of the Incident Action Plan • Maintain focus on the long-term direction of the response efforts • Directly supervise: Situation Unit, Documentation Unit, GIS Unit, Meteorology Unit, Environmental Unit, Resource Unit, Demobilization Unit • Prepare future predictions of incident growth and intelligence
Situation Unit	Marketing Communications	<ul style="list-style-type: none"> • Document and provide a summary of the current status of the emergency for the Incident Command Post • Prepare, post or disseminate resource and situation status
Documentation Unit	Andrea Freeman/Regina Gillyard	<ul style="list-style-type: none"> • Document and track all activity and actions taken by the ERT • Maintain accurate and current incident files • Review records for accuracy and completeness • Establish duplication service; respond to requests • Store documentation for assessment, legal, historical, or public information purposes
GIS / Mapping and	Philip Lown/Peter Hemans/Local Fire Department	<ul style="list-style-type: none"> • Provide current maps of campus to responders • Coordinate with the Situation Unit to update and distribute current maps with disaster specific information • Collect and validate environmental information by reviewing pre-attack land use and management plans • Determine the environmental restrictions within the incident area

<p>Meteorology Unit</p>	<p>Andrew Davis</p>	<ul style="list-style-type: none"> • Obtain and provide current and predicted incident weather information
<p>Resource Unit</p>	<p>Marques Dukes</p>	<ul style="list-style-type: none"> • Track and distribute resources borrowed or rented • Track and record the amount of time equipment is used • Respond to requests about limitations and capabilities of resources • Prepare and restore equipment to be returned after emergency
<p>Demobilization Unit</p>	<p>Campus Police</p>	<ul style="list-style-type: none"> • Prepare and plan to conclude operations and release resources to daily use after the emergency ends

Logistics Section

Function Team	Names	Responsibilities
Logistics Chief	Stanley Bolton	<ul style="list-style-type: none"> • Oversee support, resources, and all other services needed to meet the operational objectives of responders
Facilities / Work Management	Teresa Cook	<ul style="list-style-type: none"> • Conduct damage assessment to determine if areas / buildings are safe to occupy • Restore all buildings to operational status • Arrange for space & facility utilization for other units • Coordinate efforts to remove debris • Assess and restore essential utilities such as electricity, water, gas, and sewage to campus • Provide alternate arrangements during utility failure
Food, Water & Supply Unit	Stanley Bolton	<ul style="list-style-type: none"> • Identify food, water, and ice needs and coordinate the delivery of these supplies to the emergency relief areas • Maintain an inventory of food and water • Obtain necessary equipment and staff to prepare and distribute food / water • Provide food and water to responders and EOC members • Work with State Emergency Management and FEMA to obtain MREs • Maintain food service areas, ensuring that all appropriate health and safety measures are being followed • Order, receive, and store supplies and equipment • Receive and respond to requests for personnel supplies and equipment • Contact partners in mutual aid agreements • Service reusable equipment

Communications & Technology	Tony Hough	<ul style="list-style-type: none"> • Assess and restore essential methods of communications such as telephone, internet, cable, and radio to campus • Install, test, and repair emergency communications equipment • Distribute and coordinate communications equipment (including walkie-talkies)
Call Center Unit	Permelia Luongo/Suzie Lee	<ul style="list-style-type: none"> • Serve as the initial contact point for faculty, staff, and students, etc. to request services from the EOC
Ground Support Unit	Carey Page	<ul style="list-style-type: none"> • Coordinate vehicles for all transportation including volunteers, work crews, emergency response, etc. • Coordinate evacuation plans • Provide support to keep vehicles operational such as maintenance and fuel

Finance and Administration Section

Function Team	Names	Responsibilities
Finance & Administration Chief	Sheila Smith	<ul style="list-style-type: none"> • Monitor all costs associated with the incident • Ensure that all expenses are being properly documented and recorded
Procurement Unit	Latitia Trezevant	<ul style="list-style-type: none"> • Approve all purchases • Coordinate all financial matters with vendor contracts, leases, and fiscal agreements • Enact mutual aid agreements
Cost Unit	Sheila Smith	<ul style="list-style-type: none"> • Track and maintain records for how much money is spent on reimbursement and budget purposes • Develop an incident cost summary • Perform cost-benefit analyses • Make cost savings recommendations
Time Unit	Nicole Edwards	<ul style="list-style-type: none"> • Track and record the amount of time and overtime employees work for payment and reimbursement • Relay time information to Cost and Claims Units
Claims Unit	Carey Page	<ul style="list-style-type: none"> • Prepare and file insurance claims involving College property damages and worker's compensation • Manage FEMA reimbursements
Workers' Compensation Unit	Nicole Edwards	<ul style="list-style-type: none"> • Record and investigate workers' compensation claims • Serve as a point of contact for College personnel to report any insurance claims • Initiate investigation for all claims • Document all claims incidents
Payroll Unit	Sheila Smith	<ul style="list-style-type: none"> • Distribute payroll to employees • Create a payment plan in case computer systems are unavailable
Financial Donations Unit	Tom Schlichtman	<ul style="list-style-type: none"> • Solicit and coordinate the reception of financial donations • Track all payments made by donors • Send thank you and tax exemption forms to donors

Attachment B

Emergency Response Team Communication Protocols

Emergency Response Team Communication Protocols

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. The individual should contact Campus Police at **(803) 738-7199** and provide details such as what happened, who is involved, location of the event, and whether medical personnel is needed.

2. Campus Police will:

- Contact the Director of Operations.
- Contact appropriate law enforcement, medical and/or fire officials.
- Go to the scene to gather/verify information, clear individuals from the area, establish a security perimeter, and protect evidence.
- Assume the role of Incident Commander
- Assess the emergency incident and call upon the members of the Incident Command Post (Public Information Officer, Liaison Officer, and Safety Officer).
- Identify a location for the Incident Command Post.
- Work with appropriate law enforcement, medical, fire, or outside agency officials.
- Begin incident report.

3. Director of Operations will:

- Notify Executive Council members.
- Notify AVP, Counseling and Support Programs.
- Notify Human Resources Director
- Notify AVP Marketing and Communications. For utility interruptions, notify campus through email or postings as appropriate.
- Assess emergency incident and activate other Emergency Response Team members as appropriate.
- If appropriate, establish the Emergency Operations Center.
- Instruct Liaison Officer to notify other agency officials such as SCE&G, DHEC, SC Emergency Management Division, Red Cross, or other disaster relief agencies.

4. AVP Marketing and Communications will:

- Proceed to the Incident Command Post.
- Activate the crisis communications plan.
- Notify State Tech. Public Information Office.

- Serve as an advisor to the on-scene commander as needed.

5. Assistant Vice President for Counseling & Support Programs will (if a student is 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 Marketing and Communications).
- Serve as an advisor to the on-scene commander as needed.
- Coordinate appropriate support for students/family members via Emergency Response Team members and SDS personnel.
- Implement discipline procedures as needed.

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

- Proceed to the Incident Command Post.
- Obtain background information on any employees involved.
- Make appropriate notifications to family members of employees involved. Advise the on-scene commander as needed.
- Coordinate appropriate support for employees/family members via Emergency Response Team members and HRM personnel.
- Implement discipline procedures as needed.

Attachment C

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.)**

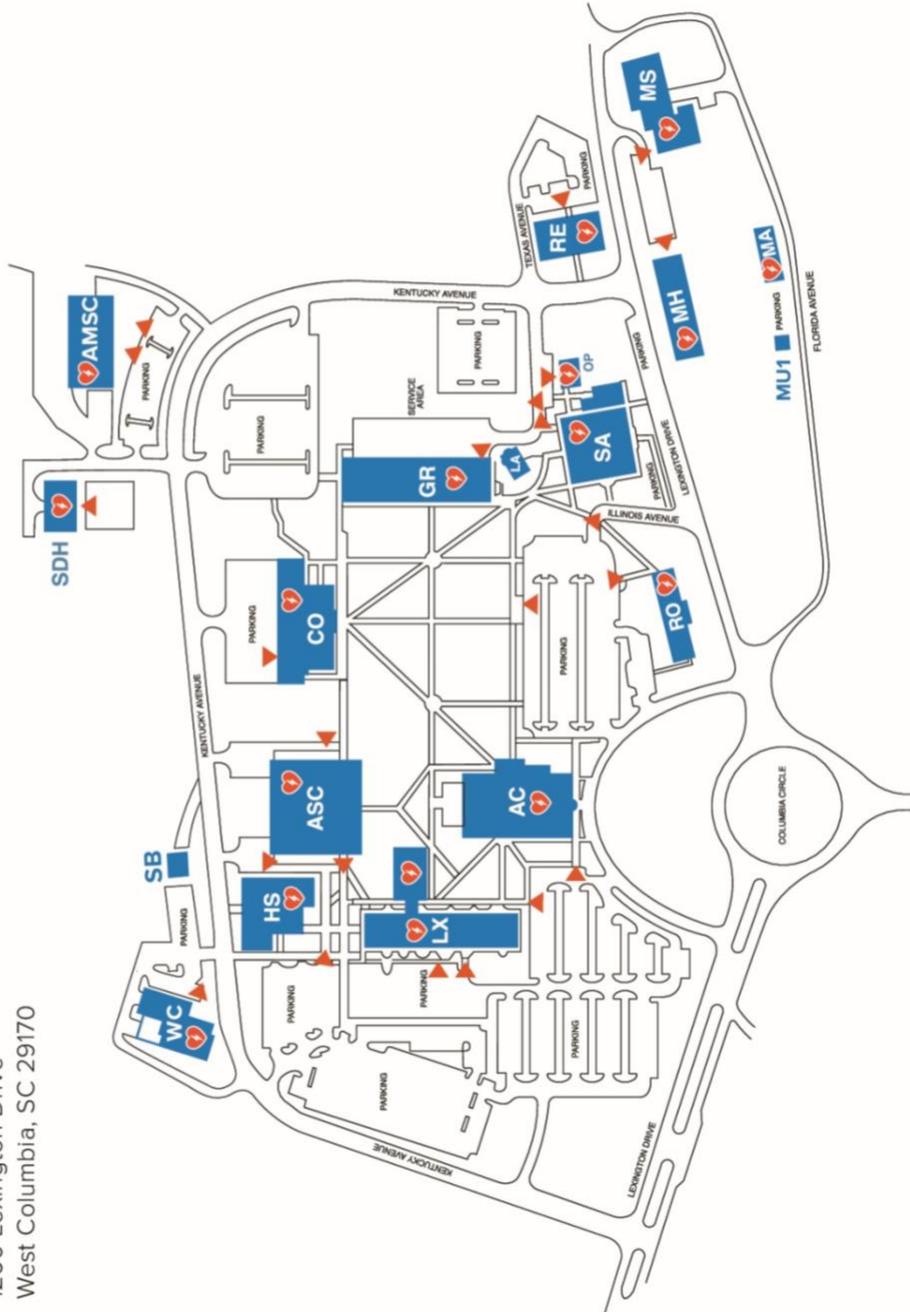
1. Any person detecting a fire will activate the building alarm system, call **(803) 738-7199** and notify dispatch of the fire and its location.
2. All persons will leave the building as quickly as possible in an orderly manner. Persons assigned to assist those with disabilities will take necessary measures to safely evacuate them from the building. In administrative buildings or areas, those with disabilities 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 D CAMPUS MAPS

BUILDING LOCATION MAP
AIRPORT CAMPUS

1260 Lexington Drive
West Columbia, SC 29170

- Building Legend**
Airport Campus
- AC - Academic Center
 - AMSC - Advanced Manufacturing and Skilled Crafts Center
 - ASC - Airport Student Center
 - CO - Congaree Hall
 - GR - Granby Hall
 - HS - Health Science Building
 - LA - Lab Building
 - LX - Lexington Hall
 - MA - Maintenance Building
 - MH - Morris Hall
 - MS - Materials Support Facility
 - MU1 - Mobile Unit #1
 - OP - Operations
 - RE - Reed Hall
 - RO - Robinson Building
 - SDH - Springdale Hall
 - SA - Saluda Hall
 - SB - Storage Building
 - WC - Welding Technology Center
-  Curb access ramps for students with disabilities
 -  AED Location

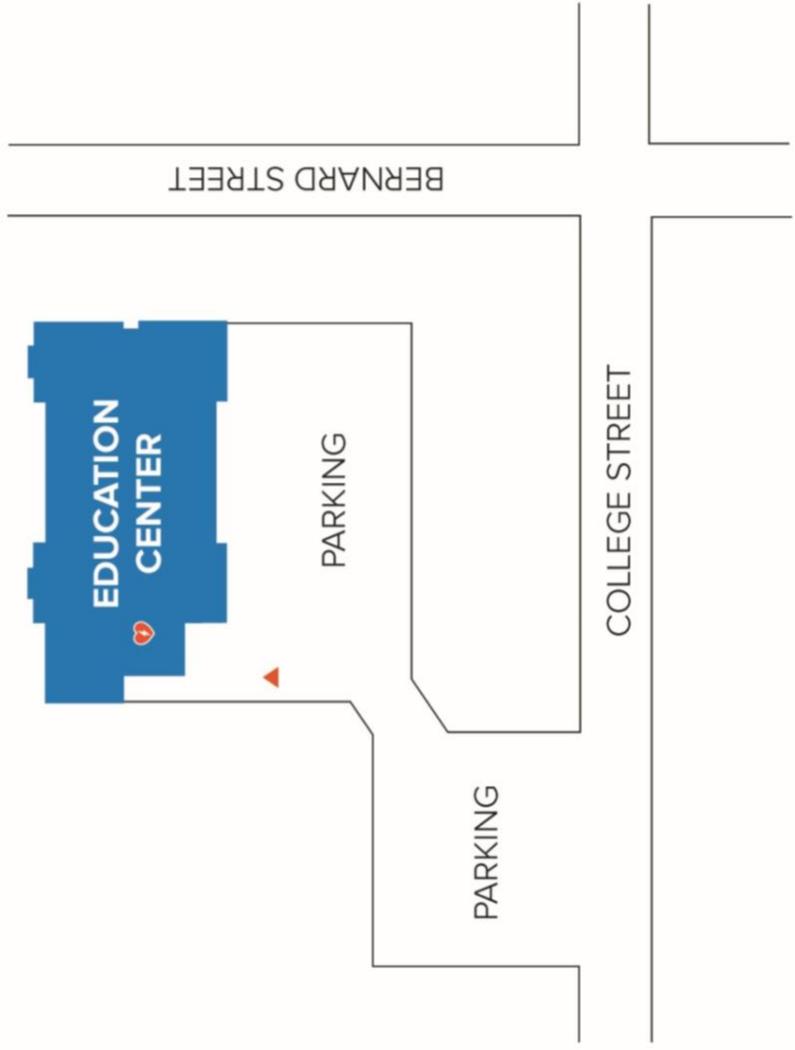


BUILDING LOCATION MAP BATESBURG-LEESVILLE CAMPUS



423 College Street
Batesburg-Leesville, SC 29070

- ▲ Curb access ramps for students with disabilities
- ♥ AED Location

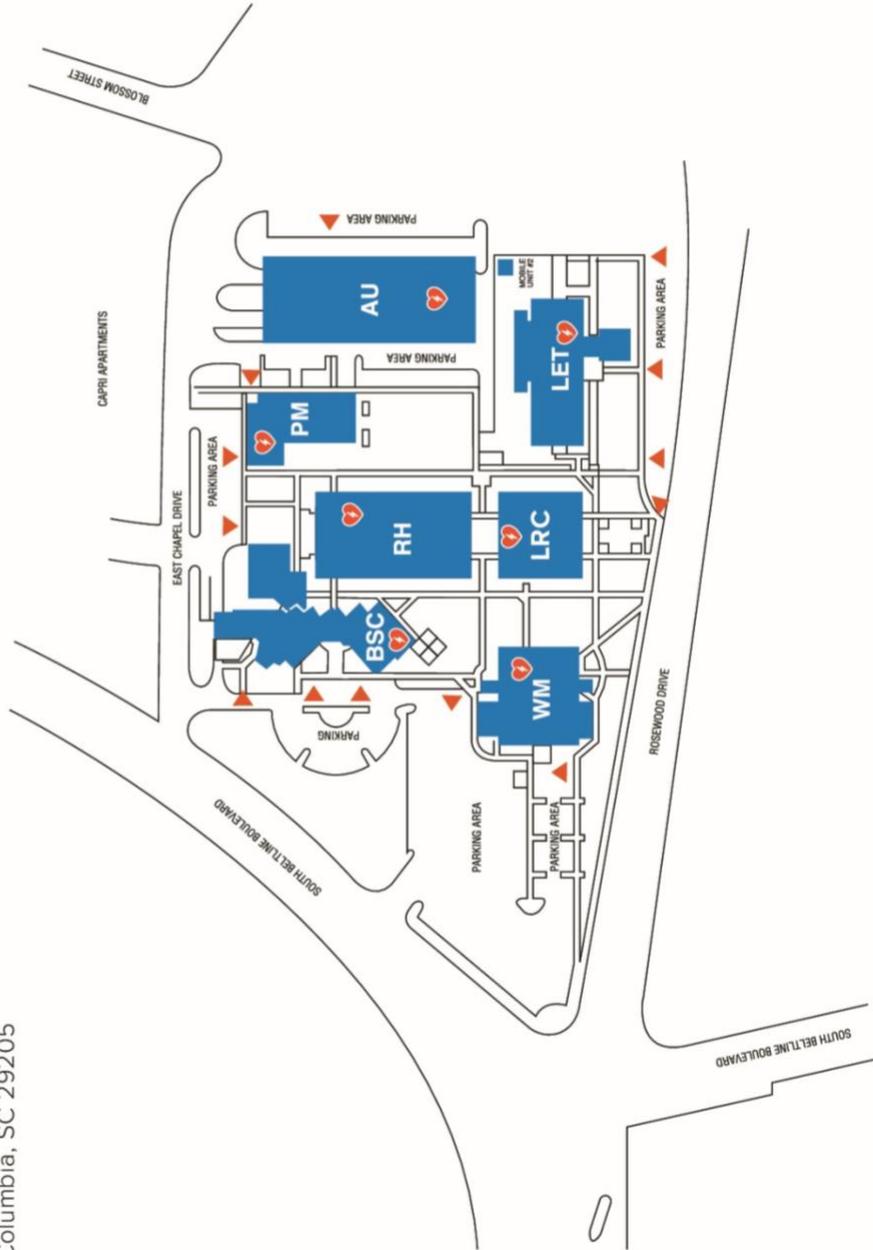


BUILDING LOCATION MAP
BELTLINE CAMPUS

316 South Beltline Boulevard
Columbia, SC 29205

- Building Legend**
Beltline Campus
- AU - Automotive Building and Parking Garage
 - RH - Richland Hall
 - LET - Lindau Engineering Technology Building
 - BSC - Beltline Student Center
 - PM - Precision Machining Building
 - WM - Wade Martin Hall
 - LRC - Library Resource Center

-  Curb access ramps for students with disabilities
-  AED Location

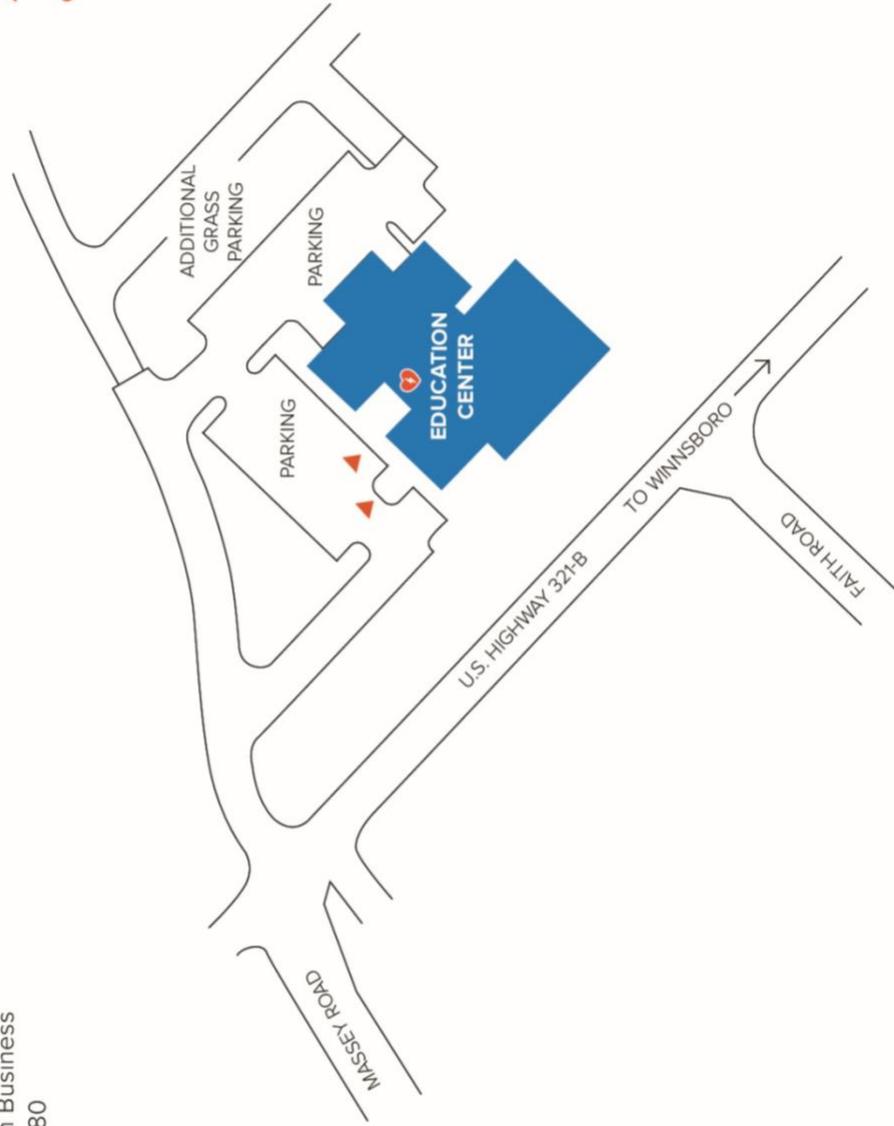


BUILDING LOCATION MAP FAIRFIELD CAMPUS



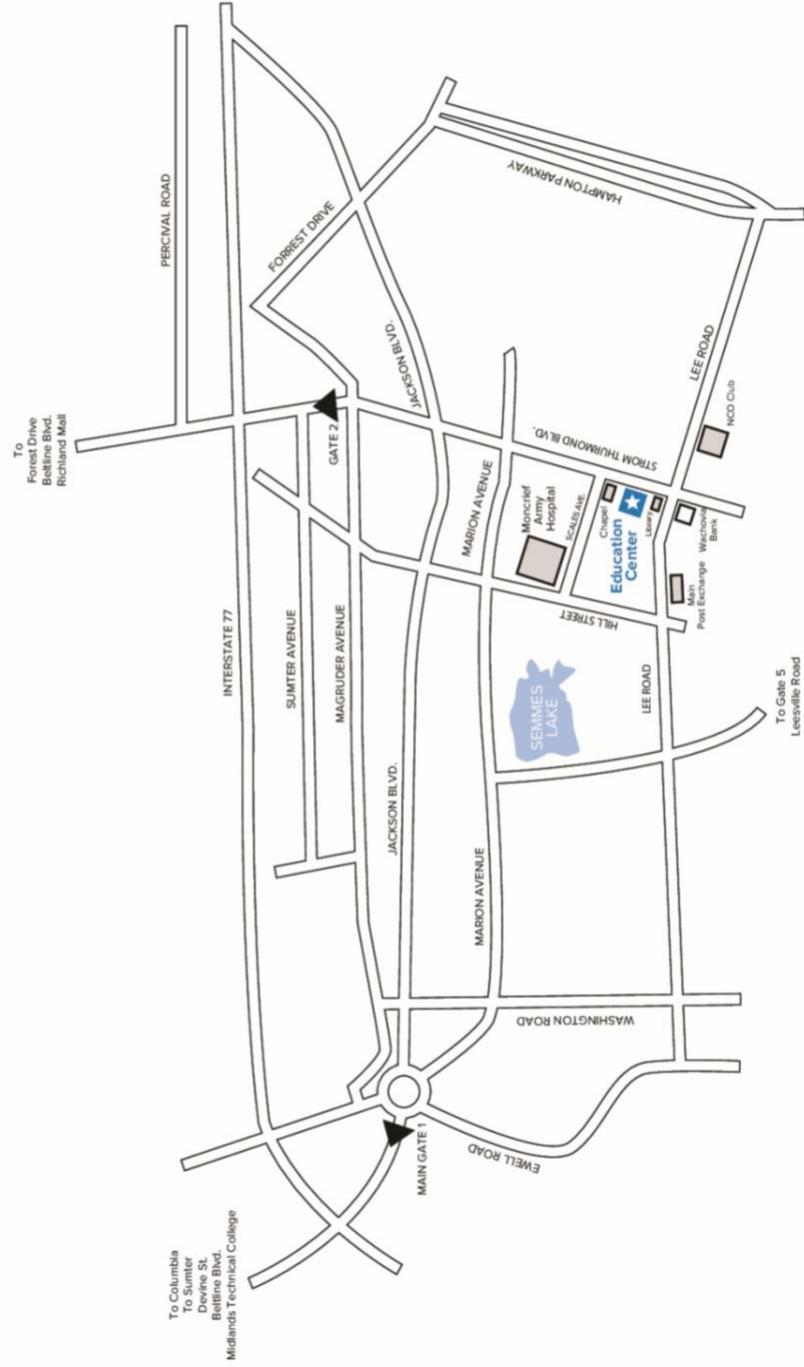
1674 Hwy 321 North Business
Winnsboro, SC 29180

- ▲ Curb access ramps for students with disabilities
- ♥ AED Location



BUILDING LOCATION MAP
FORT JACKSON

4600 Strom Thurmond Blvd.
Fort Jackson, SC 29207

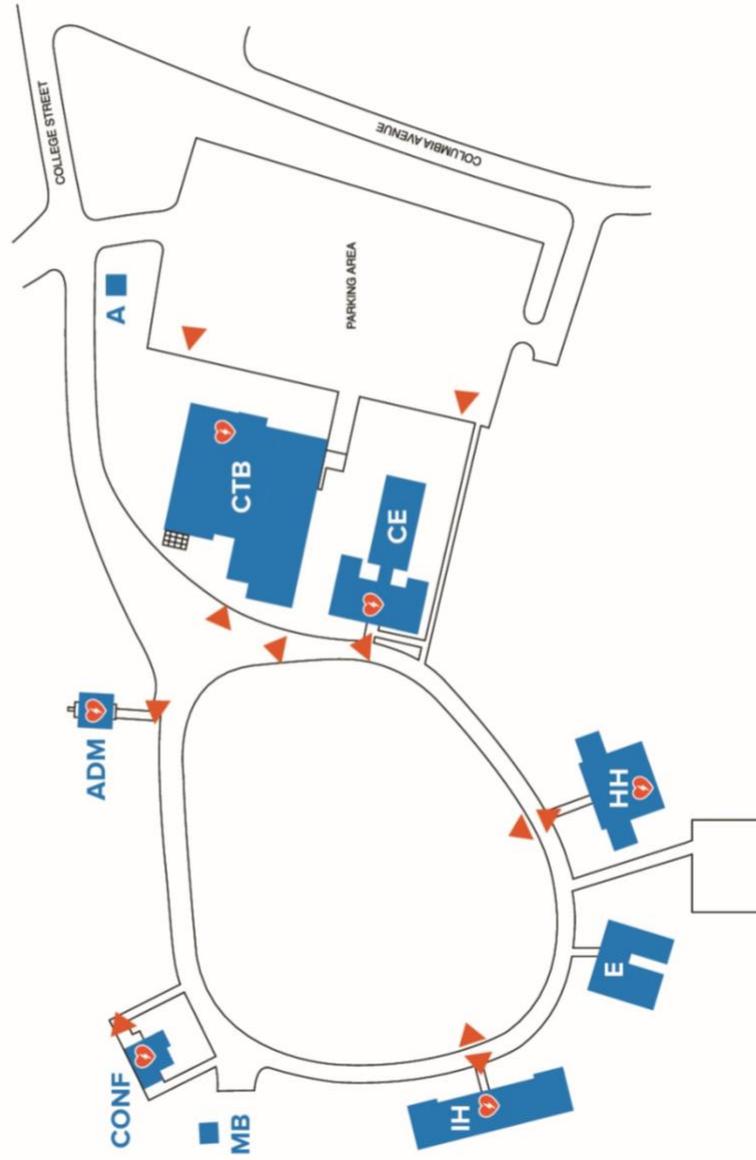


7300 College Street
Irmo, SC 29063

Building Legend
Harbison Campus

- A - Guard Station
- ADM - Administration
- CONF - Conference Center
- IH - Irmo Hall
- E - Storage
- HH - Harbison Hall
- CE - Continuing Education Center
- MB - Maintenance Building
- CTB - Classroom and Theatre Building

-  Curb access ramps for students with disabilities
-  AED Location



BUILDING LOCATION MAP
NORTHEAST CAMPUS

151 Powell Road
Columbia, SC 29203

Building Legend
Northeast Campus

- CET - Center for Excellence in Technology
- BA - Business Accelerator
- ETS - Engineering Technology and Sciences Building
- ▲ Curb access ramps for students with disabilities
- ♥ AED Location



ATTACHMENT E
EMERGENCY SERVICE PROVIDERS

EMERGENCY SERVICE PROVIDERS

Dominion Energy Electric Emergency Contact Number – ONLY FOR LARGE ACCOUNTS

Distribution Dispatcher (Columbia/Charleston) 24 hours/day 877-507-7234

Storm Center Website to report outages or view the current outage map:

<https://www.dominionenergy.com/south-carolina/report-outage-or-emergency>

Fire Alarm System: TRITEK Fire & Security 803-407-0747

Fire Alarm Monitoring: TRITEK Fire and Security 800-877-3624

Elevator Service or Entrapment: Thyssenkrupp Elevator 803-798-3895 (24 hours)

Dominion Energy Natural Gas: Emergency/Leak 800-815-0083

Barnes & Noble Bookstores (Airport & Beltline) Christopher Fowler 803-920-2954

