EMERGENCY RESPONSE

POLICIES AND PROCEDURES HANDBOOK

BENEDICT COLLEGE

CAMPUS SAFETY POLICE DEPARTMENT

Dr. Roslyn Clark Artis, J.D. Ed.D., President and CEO
Interim Director, Campus Police Ric Pauling
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DISASTER MANAGEMENT PLAN

BENEDICT COLLEGE

When calling, stay calm and carefully explain the problem and location to the Campus Police Dispatcher.

DO NOT HANG UP UNTIL TOLD TO DO SO

IMPORTANT TELEPHONE NUMBERS

Campus Police Department…….. 705-6455

Other Emergency Responders (Fire/Police/Ambulance…… 9-1-1

TABLE OF CONTENTS

Purpose.....1

Scope.....1

Definitions.....1

Assumptions.....1

Declaring A Campus State of Emergency 2

PROCEDURES.....2

EVACUATIONS 3

EMERGENCY RESPONSE POLICIES AND PROCEDURES 4

Section I

Fires.....4

Fire Evacuation Procedures 5

Section II

Bomb Threats.....6

The Search 7

Evacuation.....7

Section III

Hurricanes/Flooding 8

Physical Plant Hurricane Preparation Plan 9

Disaster Management Plan 11

Purpose.....11

Organization.....11

Situation 11

Mission.....11

Execution 12

TABLE OF CONTENTS CONT'D

Direction and Control 13

College Administration.....13

SPECIAL NEEDS SHELTER.....16

County Situation Report for EOC Sheet.....17

TORNADOES 18

American Red Cross Contact Information Sheet.....19

City Emergency Information Sheet 20

EARTHQUAKES 21

UTILITY FAILURE.....23

EXPLOSIONS 24

CHEMICAL OR RADIATION SPILL 25

ADDITIONAL INFORMATION AND PROCEDURES.....26

Computer Equipment.....26

Elevator Failure.....26

Plumbing Failure/Flooding 26

Gas Leak 26

Steam Line Failure.....26

Ventilation Problem.....26

VIOLENT OR CRIMINAL BEHAVIOR 27

CIVIL DISTURBANCE OR DEMONSTRATION.....28

PSYCHOLOGICAL CRISIS.....28

MEDICAL AND FIRST AID.....29

TWENTY-FOUR (24) HOUR ALERT.....30

CURFEW.....30

DEATHS.....31

PURPOSE:

The purpose of this Emergency Response Policies and Procedures Handbook is to inform students, faculty/staff and administrators of the hazards involved in emergencies. Listed are the correct procedures, which must be followed to minimize any danger.

SCOPE:

These procedures are designed to be flexible in order to accommodate contingencies of various types. These procedures apply to all college personnel and all buildings and grounds owned, operated and maintained by the college.

DEFINITIONS:

The college President or Chief of Campus Police serves as the overall Emergency Director during any major emergency or disaster. The following definitions are guidelines to assist the college in determining the appropriate response:

A. **MINOR EMERGENCY**- A minor emergency is any incident or potential incident which would not seriously affect the college's ability to conduct "business as usual."
B. **MAJOR EMERGENCY**- A major emergency is any incident or potential incident which affects an entire building or buildings, or which disrupts the college's ability to do "business as usual." Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crisis.
C. **DISASTER**- A disaster is any event or occurrence which seriously impairs the college's ability to do "business as usual." In some cases, this might involve mass personnel casualties and severe property damage. The coordinated effort of all campus-wide resources is required to effectively control the situation. An Emergency Control Center will be activated, and decisions will be made about the appropriate support. Operational plans will be made as soon as possible.

ASSUMPTIONS:

The College Emergency Response Policies and Procedures Handbook is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. The following are general guidelines:

a. An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
b. The succession of events in an emergency is not predictable. Published support and operational plans will serve only as a guide and a checklist, which may require modification in order to meet the specific requirements of the emergency.
c. Disasters may affect residents in the geographical location of the college, so City, County and Federal emergency services may be required of the emergency.

DECLARING A CAMPUS STATE OF EMERGENCY:

The authority to declare a campus state of emergency rests with the college President or his/her designee as follows:

a. The Campus Police Director shall immediately consult with the President or his/her designee regarding the emergency and determine whether or not a campus-wide state of emergency exists. During the period of any major campus emergency the Campus Police Department will immediately put into effect the appropriate procedures necessary in order to meet the emergency, safeguard people and property, and maintain educational facilities.

b. When it is determined that a campus-wide state of emergency exists, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be on the Campus. Those who cannot present proper identification showing their legitimate business on campus will be required to leave immediately.

c. In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Campus Police Department will be allowed to enter the immediate disaster site.

d. In the event of earthquakes, after shocks, fires, storms, or major disasters occurring in or about the campus, or which involve college property, Campus Police Officers will be dispatched to determine the extent of any damage to college property.

PROCEDURES:

This section outlines the procedures to be followed during specific types of emergencies. **The procedures should always be followed in sequence, unless conditions dictate otherwise.**

When reporting emergencies, immediately notify the Campus Police Department at ext. 5400 or call 9-1-1. While talking on the telephone, stay calm and carefully explain the problem and location to the Campus Police Officer or Dispatcher. **DO NOT HANG UP UNTIL TOLD TO DO SO.**

NOTE: ***The Campus Police Officer or Dispatcher will immediately report the incident to the Director of the Campus Police Department who will in turn, immediately notify the President and Vice Presidents***.

EVACUATIONS

Building Evacuations:

a. All building evacuations will occur upon notification by the Campus Police Department or the Community Life Counselors in the Residence Halls.

b. When the building evacuation alarm is announced, leave by the nearest exit and alert others to do the same.

c. ASSIST THE HANDICAPPED IN EXITING THE BUILDING. Remember that elevators are reserved for handicapped persons. ***DO NOT USE THE ELEVATORS IF THERE IS RISK OF FIRE.***

d. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep street, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your assembly points. Familiarize yourself with evacuation plans posted in your building.

e. **DO NOT** return to an evacuated building unless told to do so by a member of the Campus Police Department.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken.

Campus Evacuation:

a. Evacuation of all or part of the Campus grounds will be announced by the Campus Police Department.

b. All persons (students, faculty and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.

Media Relations

The college has three guidelines to observe in crisis situations:

a. Only an authorized college spokesperson will meet or speak with the media on behalf of the college.
b. Only factual information is released.
c. The President and other senior administrators will develop an institutional response to be released to the media, including periodic media updates.

EMERGENCY RESPONSE POLICIES AND PROCEDURES

SECTION I

FIRES:

A fire is the most likely disaster that may affect the Campus of Benedict College and it is perhaps the most deadly one. The following measures should be reviewed and utilized in the event there is a fire at any location on campus.

There are basically two types of fires: Minor fires, which can be extinguished with a fire extinguisher, and major fires, which require assistance from the Columbia Fire Department. Both however, call for calm, immediate action by the person discovering the fire.

If you smell smoke or have any other indication of fire:

a. Immediately contact the Campus Police Department at ext. 5400. Describe what you have observed and give your name and exact location.

b. Alert other building occupants in the immediate area to prepare for evacuation and assist the handicapped in exiting the building.

c. Wait outside the building for the arrival of Campus Police Officer(s) and/or the Columbia Fire Department. Be prepared to provide additional information and your observations to responding personnel.

If flames are observed:

a. Upon discovery of a small fire, activate the nearest fire alarm. Proceed to the nearest fire extinguisher, which in most cases, is located near the fire alarm; then follow the basic operational directions to utilize the extinguisher. Contact the Fire Department at 9-1-1.

b. If the fire gets out of control or you judge the fire to be too large to attempt to extinguish single-handedly, call for help immediately and leave the area.

c. Immediately evacuate the building and go to the nearest phone. Call 911 and report the fire, giving information as requested by the operator (0) dispatcher. Stay on the line until released by the operator/dispatcher.

d. After alerting the operator, call the Campus Police Department at ext. 5400 and give the fire location to the officer/dispatcher. Stay on the line until you are released by the officer/dispatcher.

Fire Evacuation Procedures

If you hear an alarm sound:

a. Evacuate the building immediately and assist the handicapped in exiting the building.

b. If smoke is present, keep low to the floor.

c. Before opening the door, feel the upper portion of the door. If the upper door or doorknob is hot, **DO NOT OPEN THE DOOR**.

d. If the door or the doorknob is not hot, brace yourself against the door and open it slightly.

e. If heat or heavy smoke is encountered in the corridor, close the door and stay in the room.

f. Keep the door closed, and if your windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke, open the bottom slightly to let in fresh air.

g. Seal the cracks around the door with clothing, tape or other material, soaking it in water if available.

h. Hang an object out the window, such as a shirt, jacket, towel or anything that will attract attention.

i. If you can leave the room, close all doors behind you as you move to the nearest exit or stairway. This will retard the spread of smoke and fire and lessen damage.

DO NOT USE ELEVATORS!!!

j. If the nearest exit is blocked, go to an alternate exit. If all exits are blocked, go to a room furthest from the fire, close the door and follow procedures described in **F** through **H**.

k. After leaving the building, **DO NOT RE-ENTER**. Stay clear of responding emergency equipment and personnel.

l. **DO NOT** attempt to return to the structure to retrieve any items until the building is cleared by College Officials or the Fire Department.

In the event that Arson is suspected, the Columbia Fire Department (CFD) should be contacted immediately. The area should be protected until CFD arrives.

SECTION II

BOMB THREAT

Bomb threats occur quite often. In rare instances, actual explosives are placed in the structure. Because of the hazards involved in such situations, it is necessary to develop a Bomb Threat Policy for the Campus of Benedict College. The purpose of this plan is to:

- Ensure the safety of occupants of the structure;
- Minimize anxiety and panic
- Minimize disruption of regular activities; and
- Protect the Benedict College family and property

When a bomb threat is received, the individual taking the call should be instructed in advance to:

a. Stay calm. Make a note of the date and time.
b. Try to keep the caller talking as long as possible. The more he/she talks, the more you may learn.
c. Try to record everything the caller says, if possible.

d. The following questions should be asked, as well as others deemed appropriate by the individual receiving the call:

    1. There are many people in this building and we do not want anyone hurt. When is the bomb going to explode?
    2. Exactly where is the bomb located?
    3. What does the bomb look like?
    4. What kind of bomb is it?
    5. What will cause the bomb to explode?
    6. Did you place the bomb?
    7. Why?
    8. What is your address? (Usually the caller will not answer, but it does not hurt to ask).
    9. What is your name?

e. Listen closely to the voice of the caller and note the following:
    - Sex of the caller;
    - Age of the caller;
    - Race of the caller;
    - Accent (is the voice native to the area?)
    - Speech impediments or peculiar voice characteristics (i.e., drunk, lisp, etc,); and
    - Attitude of caller (i.e., calm, excited, etc,).

f. Pay particular attention to any strange or peculiar background noises such as street noise, motor noise, music, television or radio programs, dishes rattling, baby crying, or other background noise that might offer a remote clue as to the origin of the call.
g. Once the caller hangs up immediately contact the Director of Campus Police.

The Search

The quickest and most effective search of a structure can be done by the regular occupants of the building. Since bombs come in many forms, it is very difficult for police or anyone not familiar with the building to identify any object as being new or suspicious. Each individual should quickly inspect his/her area (i.e., dormitory room, an office or a classroom). Anything found that arouses suspicion should not be moved or touched. A note should be made as to the description of the object and its exact location. This should be promptly reported to the authorities.

Evacuation

The order to evacuate a structure can be given by anyone who locates a suspicious object. The Fire Alarm may be utilized as a means of alerting occupants of an evacuation. Handicapped individuals should be assisted in exiting the building. DO NOT use elevators in the event of a fire. DO NOT PANIC. Fire escape routes may be utilized in order to evacuate the structure in an orderly manner. If a suspicious object is found near an escape route, the evacuation should be rerouted as necessary. All doors should be left open when leaving the area. Occupants of the threatened structure should move as far away from the structure as possible. In case of inclement weather, occupants may possibly take refuge in other structures that are a safe distance away. However no automobiles are to be moved during the threat. No one will be able to re-enter the building until the clear message has been delivered by the Director of Campus Police or his designee. These are the only individuals with the authority to issue this order.

SECTION III

HURRICANES/FLOODING

Officially, hurricane season begins in June and ends in November, but Hurricane Watches and Warnings can be issued at any time during the year for the following reasons:

- A Hurricane Watch is issued whenever a Hurricane becomes a threat to coastal areas. Everyone in the area covered by the watch should listen (weather band radios and local radio stations) for further advisories and be prepared to act promptly if a Hurricane Warning is issued.

- A Hurricane Warning is issued when hurricane winds of seventy-four (74) miles an hour or higher, or a combination of dangerously high water and very rough seas are expected in a specific coastal area within a twenty-four (24) hour period.

The following precautionary measures should be taken immediately.

a. Keep a battery-operated radio tuned to a local station, and follow the instructions. Remain calm. If you are told to evacuate, move out of the structure to designated high ground
b. Turn off all utilities. DO NOT touch any electrical equipment unless it is in a dry area. Avoid the use of telephones.
c. Avoid travel in automobiles. Roads may be washed away by the floodwaters and rapidly rising water levels could carry the vehicle away.
d. If you are trapped in a structure by rapidly rising floodwater, move to the top floor or the roof of the structure. DO NOT attempt to swim to safety. Wait for help.
e. DO NOT be fooled by the "eye" of the hurricane. If the storm center passes directly overhead, there will be a lull in the winds lasting from a few minutes to half an hour or more. At the side of the "eyes," the winds will increase rapidly to hurricane force and will come from the opposite direction.
f. Once the hurricane has passed, remain inside until informed by authorities that it is safe to leave. Assist the handicapped in exiting the building.
g. Keep your radio tuned to a local station for updates on the situation and vital information.
h. Stay out of disaster areas. Sightseeing interferes with essential rescue and recovery work and may be dangerous as well.
i. Avoid loose or dangling wires, and report them immediately to the authorities.
j. Make a conscious effort to prevent fires. Decrease water pressure may make firefighting difficult.

NOTE: The probability of Tornadoes spawned by Hurricanes is very high. When a hurricane approaches, listen for Tornado Watches and Warnings, and be ready to take immediate action.

Physical Plant Hurricane Preparation Plan

This plan is designed to provide a list tasks and duties that should be accomplished by the Physical Plant in the event a Hurricane Warning OPCON 4, is issued for the Columbia area.

96 to 120 hours prior:

1. Close monitoring of storm for arrival time and location.
2. Check supplies for building preparation/repair/recovery for all shops
3. Order and stock supplies that are high priority, high demand or long lead time
   A. Plywood
   B. Gasoline
   C. Diesel
   D. 2x4's, 2x6's
   E. Roll Plastic
   F. Batteries
   G. Foul Weather Gear
   H. Flash Light
   I. Tape
   J. Rope and Chain
   K. Electrical Supplies
   L. Nails, Screws
   M. Gloves
   N. Hand Tools
   O. Chain Saws
4. Check availability of rental generators-150 and 100 KVA, Boom Truck, Flatbed, Man Lift.
5. Crank and test run generators.
6. Inspect Command Center-test phones, inventory supplies and replace as needed.
7. Review contactor, utility repair and engineering services on Call List for updates.

72 to 96 hours prior:

1. Hold meeting of Physical Plant EOC Personnel to review procedures and determine if alternate or replacement personnel are needed. ID those relocating to campus and where.
2. Inspection of campus for unusual or difficult items that will require removal or special considerations for securing items; makes arrangements.
3. Roof and roof drain inspections and cleaning.
4. Initial cleanup of campus.
5. Have sand delivered and begin filling bags.
6. Inspect high voltage lines; remove necessary overhanging tree limbs.

48 to 72 hours prior:

1. Relocation of unnecessary vehicles to another location.
2. Begin boarding of exposed glass areas, exposed double doors and any known weak structures.
3. HVAC and Zone Team Member inspect all roof mounted equipment-secure any loose panels, doors, hoods, etc.
4. Secure rental generators-complete hookups and test. Assign personnel to service and fuel each.

5. Secure rental equipment, trucks and gear.
6. Order bottled water if sufficient storage capacity is not available. (EOC will have to determine quantities).
7. Check operation of sump pumps.

36 to 24 hours prior:

1. Check all buildings to ensure windows, doors and roof hatches are secured.
2. Shutdown all unnecessary buildings and building systems.
3. Final campus inspection, cleanup and securing of items that can be wind blown.
4. Prestaging of equipment and supplies – generators, plastic, tape, etc.
5. Fuel all vehicles and portable fuel containers. (Portable containers must be located in secure and non-flooding location).
6. Move to a secure location valuable equipment, supplies, records, etc.; if flooding of shops or Physical Plant is likely. Items that cannot be relocated must be elevated to preclude flooding.
7. Hazardous materials such as drums of oil, waste oil and refrigerants must be relocated to more secure areas if flooding is likely.
8. Fill all water tanks (fire and water buffaloes) and pool.
9. Backup any computer data not kept in VAX and secure.

0 to 24 hours prior:

1. Inspection of campus for (as long as conditions permit):
   a. Removal of wind blown debris.
   b. Windows/doors that have been blown open.
   c. Flooding from rising water or rain.
2. Shutdown campus electrical system as conditions deteriorate to prevent system damage and to speed recovery. Estimated wind conditions of 40 + kts.

0 to 24 hours after:

1. Inspection and damage assessment of campus and structures.
2. Begin cleanup efforts starting with clearing roads.
3. Begin temporary repairs to secure and prevent further damage.
4. Meeting with EOC.
5. Contract through Procurement with outside contractors.

DISASTER MANAGEMENT PLAN

PURPOSE:

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

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

ORGANIZATION:

This Disaster Management Plan is based on the principle that Benedict College will bear the responsibility for relief on campus. When specific demands exceed the service levels available, it is understood that assistance will be requested through the Richland County Emergency Preparedness Director and from surrounding agencies-including Local, State or Federal agencies, as needed.

The Benedict College Plan will provide for local coordination of resources furnished from outside agencies responding to requests for assistance. It is understood that the College will provide such assistance to other agencies as possible when necessary.

SITUATION:

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

MISSION:

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

EXECUTION:

1. Premise phase: Activities in this phase are designed to develop a strong College emergency response capability and to organize all levels of administration to ensure full utilization of all resources by completing the following:

   a. Conducting public training and education programs to ensure a continuing capability to accomplish disaster response objectives;
   b. Preparing and conducting public information programs on disasters to educate the campus population on prevention and protective measures to be taken during a disaster.
   c. Developing a procedure for altering, notifying, and mobilizing key officials and emergency response personnel in the event of disaster;
   d. Establishing mutual support agreements, as necessary with other local adjacent governments;
   e. Preparing plans for disaster recovery phases from disaster; and
   f. Establishing the necessary emergency powers, to include a line of succession, in order to maintain a continuity of administration during any type of disaster.

2. Disaster phase: During this phase, the operational activities of Benedict College will be accelerated to increase the state of preparedness of the campus population to meet and cope with an impending or imminent disaster if warning is sufficient. The disaster phase shall include all of the following:

   a. In the event of a disaster with little or no warning – operational activities will be directed towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster;
   b. The Chief of Campus Police or Designee, shall notify the President – as to the nature of the disaster;
   c. The President or Designee – shall use his/her Presidential discretion to declare a **MAJOR EMERGENCY**.
   d. The declaration of a **MAJOR EMERGENCY** automatically triggers the implementation of the **Benedict College Disaster Management Plan**.
   e. An Emergency Operations Center (EOC) will be established as soon as possible after the declaration of a **MAJOR EMERGENCY.**
   f. The necessary emergency operations will be initiated and maintained.

3. Post Impact: During this phase, College Administration, the Fire and Campus Police departments, Physical Plant and other departments as needed will undertake operations necessary to administer to the sick and restore law and order, stop on-going loss, repair damage to facilities and utilities, establish housing for displaced students, and provide class and laboratory facilities destroyed, damaged and/or otherwise made unusable by a disaster. The President, or his/her Designee, will be responsible for determining priorities of efforts, allocating resources to high priority objectives, assisting the affected population toward recovery, and the restoration of normal college functions.

DIRECTION AND CONTROL

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

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

1. President
2. Executive Vice President

COLLEGE ADMINISTRATION

Each college division will establish specific plans, procedures, and checklists to accomplish responsibilities associated with that division's routine activities as they relate to essential services. Certain Annexes are affixed to this plan that are considered high priority and essential services. However, other services may also – or in lieu of those services with attached Annexes – be considered essential depending on the nature and magnitude of the disaster.

1. **The President** has the overall responsibility for the policy decisions affecting the pre-disaster activities, disaster operations, and recovery operations of all divisions; as well as the coordinating of emergency support provided by other Federal, State and Local Agencies.
2. **The President of Benedict College** is responsible to the Board of Trustees as their representative. The President represents the Board while directing and supervising all activities of the college administration during the pre-disaster and recovery phase operations. The President is responsible for:
   a. Declaring a "MAJOR EMERGENCY," which will initiate the plan.
   b. Being in charge of the Emergency Operations Center (EOC).
3. **The Campus Police Department** will be responsible for:
   a. Providing information to the EOC concerning the impact of the disaster on the academic mission of the College.

   b. Assessing detailed reports from the Deans and Academic Department Heads concerning the needs to return the College to its normal academic status; and
   c. Locating and operating temporary academic facilities to replace those lost in a disaster, (Campus Police) for an extended period of time.
4. **Fires, EMS, Student Health Center** will coordinate to perform the following:
   a. Receiving of requests for emergency services;
   b. The dispatching of emergency services, as requested and as available;
   c. Establishing and maintaining radio communications with appropriate law, fire and EMS jurisdictions;
   d. Being a liaison between emergency services and other expert services that may be necessary during the pre-disaster, disaster, and post disaster phase.
   e. Requesting other college agencies, as necessary, to respond to their predetermined disaster staging area.
5. **The Benedict College Campus Police Department** is responsible for:
   a. Maintaining law and order throughout campus,
   b. maintaining traffic control and evacuation routes, (on campus)
   c. coordinating all law enforcement resources made available to the college,
   d. providing security at the EOC, and
   e. establishing a system for issuing security passes to authorized personnel in the disaster affected areas.
6. **The Columbia Police Department – Emergency Medical Service** is responsible for utilization of all emergency medical, rescue and hazardous materials response made available to the college. Specifically, the Columbia Police – Emergency Medical Service shall be responsible for:
   a. Ordering evacuations, as needed;
   b. Coordinating search and rescue missions;
   c. Extinguishing or fires;
   d. The pre-hospital triage, treatment, and transportation of the sick and injured; and
   e. Maintaining an adequate reserve force for additional simultaneous emergencies.
7. **The Student Health Center** is responsible for all health and medical resources and facilities on campus. The staff shall be responsible for:
   a. Providing limited care facilities for treatment of minor injuries;
   b. Upon request from the EOC, providing field support for Columbia Police Department – EMS Paramedics in triage and emergency treatment of the sick and injured; and
   c. Coordinating with the Richland County Coroner for care of mass casualty victims.
8. **The Office of Public Relations** is responsible for assembly, preparation, and dissemination of Public Information concerning the disaster, including:
   a. The establishment of a Public Relations Office at or near the EOC to interface with the media; and
   b. The establishment of a media staging area remote from the disaster area for media briefing purposes.
9. **Physical Plant** is responsible for safely maintaining the operating plant and facilities so as to allow the college to return to performing its normal mission as quickly as possible after the disaster. Physical Plant responsibilities include but are not limited to:
   a. Removal of debris and obstruction from transportation routes;
   b. Repairing and restoring utilities including electrical systems on campus, portable water and sanitary sewer;
   c. As soon as possible, work with designated engineers to determine damage for reporting purposes

10. **Management Information Systems (MIS)** is responsible for maintaining telephone and cellular services for Benedict College based on the following priorities:
    a. Emergency Services (Police, Fire, Emergency Medical Services) including the Police Dispatch Center and emergency services EOC.
    b. Emergency Operations Center (TBA)
    c. Physical Plant
    d. Administrative functions as dictated by the nature and scope of the disaster;
    e. Residential customers;
    f. Staffing telephones which will serve as the screening center for incoming inquiry type telephone calls.
11. **Transportation** is responsible for providing vehicles necessary for transporting personnel and material required to meet disaster relief needs of the college and coordinating the utilization of all transportation resources (with the exception of Emergency Vehicles). Facilities Management shall also:
    a. Assist the EOC and/or departments with obtaining drivers for requested vehicles; and
    b. Emergency fuel and maintenance for all vehicles operating on behalf of Benedict College.
12. **Community Life** is responsible for providing temporary relocation facilities for displaced residents and
    a. Maintaining records as to the location of students who have been displaced;
    b. If available, providing bedding materials for the EOC and emergency workers on campus during the emergency.
13. **The Food Service Department (GSI)/American Red Cross** will be responsible for:
    a. Providing food eating facilities as may be needed by emergency workers-including those in the EOC for the duration of the disaster;
    b. Secondary to the above, provide as normal as possible food service to the student population.
14. **Procurement Department (Business Office)** is responsible for the emergency requisitioning, procuring and issuing of specialized equipment and supplies as may be needed.
15. **Financial Management** shall be responsible for advising the EOC concerning financial matters in support of disaster management.
16. **Legal Counsel** will be responsible for advising the President or his Designee, concerning legal aspects of emergency planning and operations.

SPECIAL NEEDS SHELTER

DEFINITION: A Special Medical Needs Shelter is a temporary facility for individuals who have medical impairments that exceed the Red Cross Disaster Health Services' capability for basic First Aid in emergency shelters, but have been able to maintain activities of daily living in a home environment prior to the disaster or emergency situation. The shelters are intended to provide a safe environment for those requiring limited medical assistance or surveillance due to a pre-existing health problem. **Patients should have a plan to evacuate to a safer location with a family member or friend if there is adequate time.** This shelter is a **last resort** for those with special medical needs.

"Special Medical Needs" patients usually require care at home by a Home Health, Private Duty or Infusion Company.

LOCATION: To be established

Patients who need to come to Special Needs Shelter must bring the following:

1. A Caregiver
2. Medications for at least 7 days
3. Special diet requirements for at least 7 days
4. Wound dressing if needed for 7 days
5. Any other special equipment (i.e., feeding tubes, catheters, etc.)
6. A cot/beach chair with pillow and blankets
7. Take equipment (canes, walkers, wheelchairs, etc.)

POTENTIAL PATIENTS FOR SPECIAL NEEDS SHELTERS:

1. Heart problems with no chest pain
2. Oxygen dependent
3. Paralysis/severely limited mobility/wheelchair bound with medical records
4. Wound care with frequent dressing changes
5. Feeding tubes with pumps
6. IV Infusion
7. Unstable Diabetic
8. Asthmatic with breathing machine
9. Mental III patient who is non-violent
10. Tracheotomies with equipment
11. Comatose patients who has been maintained at home
12. Ostomies that unable to manage

COUNTY SITUATION REPORT FOR EOC

COUNTY:_____ LOCATION(City/Town):_____

DATE/TIME:_____ SOURCE OF INFORMATION:_____

_____

1. General Damage Information _____

_____

_____

2. Casualties: #Dead_____ #Injured_____ #Missing_____
3. Evacuation (from where and #): _____

_____

_____

4. Shelters (location and #): _____

_____

_____

5. Initial "Needs" Status: _____

_____

_____

6. Roads/Bridges (damages or weather conditions): _____

_____

_____

7. Utilities (power, gas, communications): _____

_____

_____

TORNADOES

Tornadoes are a major source of injury to thousands of people every year. In an effort to reduce the hazards of Tornado damage on the campus of Benedict College, the following guidelines are provided:

Tornado season begins in June and ends in November; however, a Tornado Watch or Warning can be issued at any time. A Tornado Watch means that tornadoes and severe thunderstorms are possible. A Tornado Warning means that a tornado has been sighted and you should take appropriate shelter immediately.

When you receive a warning of a possible tornado, the following safety precautions should be taken:

a. Take shelter immediately. **DO NOT GO OUTDOORS**;
b. Close all windows and doors;
c. If possible, seek refuge in a basement. This is the safest place to be during a Tornado;
d. If a basement is not available, seek refuge in a small room with no windows (i.e., closet, bathroom, etc.);
e. If there are no small rooms available, take cover under heavy furniture in a central room in the structure; and
f. If no central rooms are available, take refuge in a hallway, away from any doorways or windows. Sit with your back against the wall, with your knees drawn in to your chest.

All of these precautions should remain in effect until your area has been determined safe by a Campus Police Officer or other Public Safety Officials. The Campus Police Department should be informed of all events taking place during the emergency. Any request for medical aid should also be directed to the Campus Police Department. **DO NOT** attempt to take unnecessary risks unless told to do so by Public Safety Officials.

AMERICAN RED CROSS CONTACT INFORMATION

Contact Person:_____ Title:_____

Alternate Contact:_____ Title:_____

Telephone Number(s): _____/_____ or _____

Mobile: _____ or_____

Pager: _____

Fax: _____/_____

E-Mail Address:_____

_____

CITY EMERGENCY INFORMATION

Town/Community: _____

Contact Person: _____

Phone Number: _____ 24-hour Number: _____

Pager Number: _____ E-mail Address:_____

Fax Number: _____/_____

Alternate Contact: _____

Phone Number: _____ 24-hour Number: _____

Pager Number: _____ E-mail Address: _____

Fax Number: _____/_____

Special Populations/Special Problems: _____

_____

_____

_____

Name of Grocery Stores in your area: _____

_____

_____

_____

Possible Distribution Site: _____

_____

_____

_____

EARTHQUAKES

It is a known fact that the state of South Carolina sits over a fault in the earth. There have been reports that our state has experienced minor tremors at least once a year, although it is not detected by most residents. Columbia is located in a high-risk zone, which means that there is the potential danger of an earthquake threatening the lives of the country's residents. In the event that the campus of Benedict College is subjected to the effects of an earthquake, the following precautions should be observed:

a. The most important task and perhaps the most difficult one is, **DO NOT PANIC.** The motion of the earth is frightening; but, unless it shakes something down on top of you, it is harmless.
b. If the earthquake catches you indoors, stay indoors. Take cover under a desk, table, bench, or in doorways or halls and against inside walls. Stay away from glass.
c. **DO NOT** use candles, matches or other open flames during or after the tremors as gas may be in the air due to gas leaks.
d. If the earthquake occurs while you are outdoors, move away from buildings and utility wires. Once in the open, stay there until the shaking stops.
e. **DO NOT** run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
f. If you are in an automobile when an earthquake occurs, stop the vehicle in a clear area and remain in the vehicle.

Once the tremors have discontinued, the following steps should be taken:

a. Check for injuries. **DO NOT** attempt to move seriously injured persons unless they are in immediate danger of further injury. If emergency help is necessary, dial 9-1-1.
b. Check your utilities; but, do not turn them on. Each movement may have cracked water, gas and electric conduits.
c. If the water pipes are damaged, shut off the supply if possible, and notify the authorities of the situation.
d. If electrical wiring is shorting out, shut off the current at the fuse box.
e. Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.
f. Assist the handicapped in exiting the building. Remember that elevators are reserved for the handicapped persons use. **DO NOT** use elevators in the event of a fire. **DO NOT PANIC**.
g. Once outside the building, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and sidewalks clear for emergency vehicles and personnel.
h. If requested, assist emergency personnel as necessary.
i. **Stay out of severely damaged buildings. Aftershocks can shake them down.**
j. **DO NOT** heed to or spread rumors. They often do great harm following disasters. Stay off the telephone except to report an emergency.

k. Turn on a battery operated radio to hear any updates and emergency bulletins.
l. **DO NOT** go sightseeing.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

UTILITY FAILURE

In the event of a major utility failure during regular business hours (8:30am – 5:00pm, Monday thru Friday):

a. Immediately notify the Campus Police Department at ext. 5400 and Physical Plant at ext. 5110.
b. If there is potential danger to building occupants, or if the utility failure occurs after hours or on weekends or holidays, notify the Campus Police Department at ext. 5400. Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.
c. Assist the handicapped in exiting the building.
d. Once outside, move to a clear area at least 500 feet away from the affected building. Keep the walkways, fire lanes and hydrants clear for emergency personnel.
e. If requested, assist the emergency crew as necessary.
f. A Campus Emergency Command Post may be setup near the emergency site. Keep clear of the Command Post, unless you have official business.
g. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a member of the Campus Police Department

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

EXPLOSIONS

In the event of an explosion:

a. Immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.
b. As soon as conditions permit, immediately notify the Campus Police Department at ext. 5400 or call the Columbia Fire Department. Give your name and describe the location and nature of the emergency.
c. If necessary or when directed to do so, activate the Fire Alarm, then report the emergency to the Campus Police Department at ext. 5400.
d. When the fire alarm is sounded, or when told to leave by college officials, walk quickly to the nearest marked exit and ask others to do the same.
e. Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons. **DO NOT** use the elevators in case of fire. **DO NOT PANIC.**
f. Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Know you assembly area points.
g. DO NOT return to an evacuated building unless told to do so by a member of the Campus Police Department.

IMPORTANT: After any evacuation, report to you4r designated campus area assembly point. Stay there until an accurate headcount is taken.

CHEMICAL OR RADIATION SPILL

In case of a Chemical or Radiation Spill:

a. Immediately report any spillage of hazardous chemical or radioactive material to the Campus Police Department at ext. 5400
b. When reporting, be specific about the nature of the material involved and the exact location. The Campus Police Department will contact the necessary specialized authorities and medical personnel.
c. The key person present should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of safety and fire personnel.
d. Anyone who is contaminated by the spill is to avoid contact with other as much as possible, remain in the vicinity and identify themselves to Campus Police Department. They require first aid and clean up by specialized authorities should be started at once.
e. If an emergency exist, activate the fire alarm.
f. When the fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
g. Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped use. **DO NOT** use elevators in case of fire. **DO NOT PANIC.**
h. Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.
i. If requested, help emergency personnel as necessary.
j. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
k. **DO NOT** return to an evacuated building unless told to do so by a member of the Campus Police Department.

IMPORTANT: After any evacuation, report to your designated campus assembly point. Stay there until a headcount is taken.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe **Steps A and B** whenever the following utility emergencies should arise.

Computer Equipment:

The staff is asked to turn off as much computer equipment as possible, to prevent damage to equipment when power is restored.

Elevator Failure:

If you are trapped in an elevator, use the Emergency Phone to notify the Campus Police Department at ext. 5400. If the elevator does not have an Emergency Phone, turn on the emergency alarm (located on the front panel), which will signal for help.

Plumbing Failure/Flooding:

Cease using all electrical equipment. Notify the Campus Police Department at ext.5400 and Physical Plant at ext. 5110, and if necessary, vacate the area.

Gas Leak:

Cease all operations. **DO NOT** switch on lights or any electrical equipment. Remember that electrical arcing can trigger an explosion. Notify the Campus Police Department at ext. 5400.

Steam Line Failure:

Immediately notify the Campus Police Department at ext. 5400 and Physical Plant at ext. 5110. If necessary, vacate the area.

Ventilation Problem:

If smoke odors come from the ventilation system, immediately notify the Campus Police Department at ext 5400 and Physical Plant at ext 5110. If necessary, vacate the area.

VIOLENT OR CRIMINAL BEHAVIOR

Everyone in the College Community is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly report them. The reported incident should include the following:

a. In the event of a suspicious situation, all members of the College Community are asked to notify the Campus Police Department at ext 5400 as soon as possible and report the incident, including the following:

    1. nature of the incident;
    2. location of the incident;
    3. description of person(s) involved; and
    4. description of property involved

b. If you observe a criminal act or whenever you observe a suspicious person on the campus, immediately notify the Campus Police Department.
c. Assist Campus Police Officers when they arrive by supplying them with all additional information and ask others to cooperate.
d. Should gunfire or discharged explosives occur on campus, you should take cover immediately, using all available concealment to protect yourself. If necessary, after the incident, seek emergency first aid from the Campus Police Department.

IF YOU ARE TAKEN HOSTAGE:

a. Be patient. Time is on our side. Avoid drastic actions.
b. The initial forty-five (45) minutes are the most dangerous. Follow instructions; be alert and stay alive. The captor(s) is emotionally imbalance. Don't make mistakes, which could emotionally jeopardize your well-being.
c. Don't speak unless spoken to and only when necessary. Do not talk down to the captor(s) who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with captor(s) at all times if possible, but do not stare. Treat the captor(s) like royalty.
d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
f. Be prepared to answer the police on the phone. Be patient; wait. Attempt to establish rapport with the captor(s). if medications, first aid or restroom privileges are needed by any one, say so. The captor(s), in all probability, do not want to harm persons held by them. Such direct action further implicates the captor(s) in additional offenses.

SECTION II:

VIOLENT OR CRMINAL BEHAVIOR

RESPONSE AND ACTION TO BE TAKEN:

EMERGENCY RESPONSE PLAN

RESPONSE TO HOSTILE INTRUDER

There has been an increase in not only the number but also the severity of violent incidents in schools in the past few years. It is apparent that campuses of higher education need to be prepared in case there are similar incidents at the college level. The events and incidents of the past several years have given us the opportunity to review and revise policy and procedure to the response to a hostile or aggressive intruder. The following lessons were learned from these events: (1) Active shooter incidents were spontaneous (2) The suspects behavior was unpredictable (3) Pre-incident signs existed in school incidents (4) Incidents occurred in a target rich environment (5) First Responders were outgunned and/or didn't have the necessary training to respond to an active shooter situation (6) Tactical intervention was too late (7) Multi-jurisdictional response issues were present.

A **Typical Active Shooter Scenario** had the characteristic of including one or more suspects who participate in an ongoing, random or systematic shooting spree in order to demonstrate their intent to continuously harm others. Their overriding objective appears to be that of mass murder, rather than other criminal conduct such as robbery, hostage taking etc. On college campus an active shooter scenario might be initiated by a disgruntled employee or student or a socially unaccepted student.

Time is of the essence and an officer's quick and decisive actions may very well be the difference between life and death for some of our college community members. The community as a whole must be prepared to put this plan into effect and minimize the damage that a hostile intruder can evoke. An efficient response to an active shooter may be achieved through a partnership between the college and the local law enforcement agency. Such a partnership would include working together to develop realistic campus safety plans and responses to various threats, conducting joint campus and law enforcement training sessions to test procedures, and conducting joint campus and law enforcement field training exercises in a realistic environment with a maximum sensory overload.

A **"Memorandum of Understanding"** has been established between the college and the Columbia Police Department as well as between Campus Police and Faculty/Staff/Students. This "Memorandum" should (1) Establish procedures to be followed by the Police Department an Campus Police when an incident involving an act of violence of possession of weapon occurs on campus property (2) Establish guidelines for staff, faculty and students to follow in reporting the event of a violent situation involving a weapon (3) Establish procedures for self preservation and the protection of others.

The information of a Target Site Numbering System for points of reference during the incident will also expedite the response. The following illustration is an example of such a system:

The target site should be approached in the following manner. (1) The sides of the house or building will be undertaken in a clockwise direction, with the front of the site as side 1(2) The levels will begin with the bottom and progress to the top (3) The openings of he building will be examined from left to right.

Definitions:
Active Shooter: Suspect(s) activity is immediately causing death and serious bodily injury. The activity is not contained and there is immediate risk of death or serious injury to potential victims.

Immediate Deployment: The swift and immediate deployment of Columbia Police Department resources to *on-going*, life threatening situations where delayed deployment could otherwise result in death or great bodily injury to innocent persons.

Dynamic Situation: The situation is evolving very rapidly along with suspect's actions.

Static Situation: The situation is not evolving or in motion, the suspect's actions are contained (ex: Suspect is barricaded in a room or contained to an area).

Barricaded Suspect: 1. Suspect is in position of advantage, usually barricaded in a room or building. 2. Suspect is armed and has displayed violence. 3. May or may not be holding a hostage(s). 4. There is no indication that the suspect s activity is immediately causing death or serious bodily injury. The event is not dynamic but rather static.

Campus Response to a Dynamic Active Shooter Incident:
Quick Assessment: Officers should obtain as much information as possible en-route to the location.
Such information should include:

1. The suspects actions (static or dynamic), location, description and weapons
2. The seize and layout of the structure (ex. Placement of windows and glass doors, building floor plans)
3. Victim injuries and location

Upon Arrival: Officers should position themselves in the best possible location. They should utilize the tactic of Cover and Concealment by placing their vehicle in such allocation as is best to cover two sides of the building where the suspect is. A determination should be made if there is an active shooter or a possible barricaded situation. The target site numbering system should be employed for points of reference upon approach. Upon arrival, officers should be prepared for noise, confusion, screaming, alarms, victims hiding, confused and frightened-not yet responding to your directions, multiple victims with varying degrees of

injuries, carnage and seriously injured victims who will die if medical attention is delayed, and sounds of gunfire.

Communications: The first responding officer becomes the Incident Commander until relieved by a supervisor/Police Officer. The responding officers should communicate the information which they collected en-route to the scene as quickly and concisely a possible to the dispatcher and responding units.

Evacuations: Depending upon the situation, the evacuees may be evacuated by Security/Police escort or by direction/motion. Evacuations for an active shooter(s) are not like a Fire Drill situation. Officers should move to a safe distance behind cover and motion/direct victims form behind cover to evacuate when it is safe to do so. When in doubt, have staff and students secure themselves in a classroom or secure room until a police escort can be provided.

Contact with Police: Direct Police to the Outer Perimeter of the area. Turn over and communicate to the Police the latest information regarding the location, description and particulars of the incident for relief of incident command. When possible, assist the Police with escort to the area and provide access to the areas of the incident in a safe manner. Supervision will stay with Police incident command to provide campus information and guidance.

If Contact Occurs with Suspect: Remember, **Don't be a Hero!** Remain in a position of cover. Never approach the suspect. Remember that the suspect should or could be armed. From a position of cover, direct suspect to the ground and tell him not to move until Police can take him into custody. If suspect insists on approaching you and there is no other means of continuing cover or escape to a safe area, do not threaten or approach the suspect.

1. **Intruder in a academic building actively causing deadly harm or threat of imminent deadly harm to persons:**

- Campus Police Officer(s) are dispatched to the location where the hostile intruder has been reported. The primary duty of Campus Police in this situation is to observe and engage the suspect to prevent deadly harm to other individuals.
- The communications officer must ascertain as mush information about the situation and relay it to the responding officer(s).
- Columbia City Police will be notified immediately and officially requested to respond. The Police will be given the most current information about the situation and so that they can respond with the appropriate personnel and equipment.
- If upon arrival, the responding Police office(s) is confronted with the fact that the intruder is actively harming or killing individuals, the threat that the hostile intruder poses must be neutralized in one of three ways:

1. The responding Police officer(s) confront, contain and are available to subdue and apprehend the intruder with the use of less than lethal force.
2. The responding Police officer(s) are able to contain the subject to a location and no further deadly harm is actively being afflicted upon member of the community.
3. The hostile intruder is confronted; the Police officer(s) is unable to subdue, apprehend or contain the subject and the subject continues to pose a threat of death or serious physical injury. Appropriate use of deadly physical force is then used to subdue the suspect.

The ultimate goal is to neutralize the threat. In any circumstances, time is very important and the responding Police officer(s) must take quick and decisive action and stop the violence as soon as possible. Any delay could mean additional deaths and injury to the community by the hostile intruder(s).

- Do not sound the fire alarm to evacuate the building. Persons may be placed in harm's way when they are attempting to evacuate the building.
- Be aware that persons should be locking themselves in classrooms and offices.
- If the intruder can be contained, the violence stops, and the situation has stabilized then the Police officer will have two options:

1. Continue to contain the situation if possible and await further assistance.
2. Apprehend the subject utilizing maximum officer safety.

Campus Police Officers must be aware of their own limitations and capabilities in any attempt to apprehend a subject in this type of situation.

2. Hostile Intruder in a residence hall actively causing deadly harm or the imminent threat of deadly harm:

- Follow the same procedures as the academic building.
- Some students may have to be locked in other students' rooms if they are caught in the hall and away from their rooms.

3. Hostile person is on the grounds actively causing deadly harm or the imminent threat of deadly harm:

- After receiving the call, approach this outside location with extreme caution.
- When you arrive, a scenario may exist with an extraordinary amount of confusion, disbelief and panic. People could be running in all different directions.
- Try to choose a cover location for your self so you will not be in the path of hostile intruder.
- If hostile intruder is actively trying to kill people on the grounds, the hostile intruder will be confronted; the Campus Police officer(s) must subdue, apprehend or contain the subject when the subject continues to pose a threat of death or serious physical injury. The Police must respond immediately to confront the subject and use the appropriate level of force to include if necessary, deadly force.

ACTIVE SHOOTER SITUATION

GENERAL

It is not usual for a tactical team to arrive at the scene of a barricaded incident and find that patrol personnel have contained the suspect within a secure perimeter. There is generally time for the tactical team to deploy their personnel without serious concern of the suspect(s) escaping. Once the incident has been isolated, time enables patrol and/or tactical personnel to formulate a structured and deliberate plan.

However there are scenarios that require immediate action and rapid deployment of patrol personnel prior to the arrival of the tactical team. In these cases delayed deployment could have catastrophic consequences. These scenarios often involve an ongoing "shots fired or downed officer/citizen rescue." It may also necessitate the immediate and rapid deployment of law enforcement personnel to contain and prevent the escape of an armed and dangerous person(s).

Over the past several years our nation has experienced a growing trend of mass violence committed by individuals. These episodes have come to be termed "active shooter" incidents and are unique in that behavior of the suspects is very different from that typically associated with other violent behaviors. Suspect(s) generally begin to shoot at numbers of people without warning. The motives for these behaviors can range from rage, vengeance, or mental dysfunction.

The incidents experienced across the country suggest that the typical police response involving containment, isolation, and negotiation may be inadequate. Unlike most criminals, active shooters are likely to continue to use deadly physical force until intervention occurs or until the shooter decides to stop. The active shooter concept represents a shift in patrol response tactics, equipment needs, and command protocol. These situations require the initial police responders arriving on the scene to have the authority and the capability to take action without waiting for command staff or for the arrival of specialty units such as ERT, SWAT, or Crisis Negotiators.

GUIDING PRINCIPLES

It is the responsibility of the Benedict College Police Department to protect life by any legal means possible. Officers responding to an active shooter incident will accomplish this goal by immediately using any legal means at their disposal to make contact with the active shooter and stop the action. This may include arrest, containment or use of deadly force.

b. The philosophy driving this policy recognizes that the active shooter must be stopped before any more innocent persons are killed or injured. This will be the duty and responsibility of the initial responding officers, and they will use all legal means to accomplish it. The prioritization of activities, in their order of importance is (may be concurrent):

- Stop the active shooter;
- Rescue the victims;
- Provide medical assistance
- Preserve the crime scene.

c. While it is important to provide medical treatment to the wounded, it is our duty as law enforcement officers to first protect all innocent life by stopping the actions of the active shooter.

DEFINITIONS

ACTIVE SHOOTING: Any incident in which a person or persons armed with a deadly Weapon is systematically, actively, and presently employing the weapons against innocent victims upon the arrival of the police. An active shooting incident is not to be confused with a hostage/barricade/terrorist incident in which harm is being threatened but no killing is taking place. However, any HBT incident can deteriorate into an active shooting incident. The conclusion that an active shooting incident is occurring may be based on information or circumstances that would lead a reasonable peace officer to that conclusion. It need not be based on personal observation.

CONTACT TEAM: The first three/four law enforcement officer to arrive at the scene of an active shooting incident. The Contact Team shall form as soon as the incident is identified as an active shooting and contact the active shooter(s) using all necessary and lawful mean to end the carnage. (For purposes of forming a Contact Team, probationary officers not yet certified for solo patrol may still be assigned to a Contact Team.)

CONTACT TEAM LEADER: The senior officer present with SORT experience. If no SORT member or former member is present, then the field supervisor will assume this role. If no field supervisor is present, the senior police officer present will be the Contact Team leader.

RESCUE/RECOVERY TEAM: Teams of later responding officers who enter the scene after the Contact Team to render first aid to wounded persons and remove them from the hostile environment. Rescue/recovery teams shall also evacuate innocent persons from the hostile environment.

HOSTILE ENVIRONMENT: Any environment in which an active shooting incident has taken place until declared safe by the senior ranking officer at the scene following evacuation of all living persons.

HOSTAGE/BARRICADE/TERRORIST INCIDENT (HBT): An incident in which harm is being threatened, but no taking of life is occurring.

SPECIALIZED POLICE TACTICAL UNITS (ERT / SWAT / TEAMS): Emergency Response Team & Special Weapons and Tactics, & N.J.S.P. Technical Emergency and Mission Specialists: specialized law enforcement units specifically trained to deal with situations that are beyond the scope of regular police operations (i.e. tactical response, tactical containment, hostage rescue, deployment of chemical munitions, crisis negotiations and intelligence gathering.)

PROCEDURES – COMMUNICATIONS CENTER

a. Effective communications are perhaps the single most important element to a successful resolution. Radio discipline must be maintained.

b. Depending on the magnitude of the incident, the communications supervisor may order involved units to switch an alternate radio talk-group. In some cases, the communications supervisor may permit operation on the main radio talk-group and switch routine police business to an alternate talk-group.

c. Coordination of interagency communications will be facilitated at the field command post.

d. SPEN/County Hotline should be utilized to coordinate requests for and response of mutual aid jurisdictions.

e. The duty communications center personnel shall also:

   1. Relay radio messages to personnel and agencies, as necessary and appropriate;

   2. Track activities;

   3. Keeping a log or record of the:

      - Locations of participating personnel
      - Identities and unit numbers of the personnel deployed
      - Times that certain requests were made and by whom
      - Time the situation was declared to be under control
      - Any other appropriate duty assigned by the Incident Commander

f. Communications Personnel shall be required to make all notifications.

PROCEDURES-OPERATIONS

a. Duties of the first officers on the scene:

1. The first arriving officer serves as the initial incident commander and directs the deployment of the other responding officers until relieved by an on scene supervisor or command officer.
2. The incident commander should immediately begin gathering information to conform the existence of an active shooter situation:

- the suspect(s) identity, location, weapon(s), intent, and actions prior to the police response;

- *the* number, identity, location, and condition of victims and endangered persons, and

- the physical layout of the location and surrounding area;

- direct existing victims to a safe location, if possible

This information should immediately be transmitted to the communications center and passed on to responding command personnel.

3. Direct responding officers and support units to the scene

4. Form a Contact Team consisting of the <u>first three/four officers</u> to arrive on the scene.

b. Duties of the contact team:
The primary goal of the contact team is to follow the sound of gunshots and/or screams and/or available intelligence information to find the active shooter(s) and utilize all lawful and necessary force to end the killing.

1. Evaluate the scene
2. Notify the communications Center of the identities of the team leader and team members.
3. Request a clear radio channel for sole use of the contact Team
4. All contact team members will wear body armor. However the lack of availability of this equipment shall not be cause for delay.
5. Advise the communications center when entry is being made and to what area
6. One Contact Team should be limited per floor, unless additional teams are authorized by the incident commander
7. Three or fewer officers shall assault an active shooter only as a last resort when it is apparent that due to lack of available resource a full Contact Team cannot be formed in a timely manner.

8. **The Contact Team will bypass everything and everyone (alive, wounded or dead) to confront the active shooter.**

   - ƒ **Stopping the shooter is their sole primary responsibility.**
   - ƒ **They will focus on no other activity until their mission is accomplished.**

9. Once an active shooter has been stopped, the Contact Team must be aware of the possibility of additional assailants.

   - ƒ If more shooting, scream or intelligence information leads to the conclusion that a second, third or more active shooters are present, they will continue the mission until all active shooters are stopped.
   - ƒ In any event, the Contact Team will continue their search until the entire building(s) has been cleared and they have stopped all active shooters.

c. Second Response / Evacuation

Once all active shooters have been stopped, focus shifts to evacuation of all living persons from the hostile environment. The area will continue to be viewed, as hostile even though no more hostile action is known to be taking place. It is possible that yet another one or more active shooters have abandoned their efforts in hopes of escape or mingling with innocent persons. Rescue/recovery teams will accomplish this task.

1. The incident commander at the scene shall call in all necessary resources to form teams to search the hostile environment for wounded persons and innocent persons in hiding.
2. Wounded persons shall be removed from the hostile environment to a triage are of safety where they will receive first aid.
3. First aid of the wounded persons shall be the responsibility of the rescue/recovery team members unless relieved by medical personnel at the triage area.
4. Uninjured civilians in the hostile environment shall be searched for weapons by rescue/recovery team members prior to being evacuated to a safe area designed by the senior ranking officer at the scene

   - ƒ One rescue/recovery team member is to serve as a cove officer while other team members are searching for weapons.

5. Rescue/recovery teams shall continue to search the hostile environment until all living persons have been evacuated.
6. The incident commander may admit medical personnel into the hostile environment if, the wounded person cannot be safely evacuated. (In this case medical personnel will be escorted by the police officer.)
7. Only the incident commander shall declare a hostile environment safe.

   - ƒ At this point., the hostile environment becomes a crime scene.

PERIMETER CONTROL

a. Later responding officers shall form a perimeter to stop the escape of an active shooter and to prevent additional persons from entering the location of the incident.
b. Active shooters emerging from cover or concealment are to be stopped by perimeter officers using all lawful and necessary force.
c. It is anticipated that innocent civilians will be fleeing the active shooter.
   - *f* Fleeing victims are to be searched and directed to a place of safety designed by the senior ranking officer/incident commander at the scene.

SUPPLEMENTAL

a. Requests for surveillance equipment that can not be satisfied by this agency shall be forwarded to the Columbia police department or local field offices of the FBI.
b. These incidents attract media attention; therefore media relations should be established.
c. One file number should be used for the overall event. The preliminary report should be drafted by the first responding officer and shall describe the incident in a general manner. The incident commander will determine if assisting personnel will be required to submit supplemental reports describing their roles. All reports should bear the same name of the event to minimize subsequent confusion.
d. The incident commander shall submit an after-action report following the incident detailing actions taken during the incident.
e. The directive should be reviewed annually to incorporate new techniques or changes in tactics. Issued addressed by school officials should be reviewed for possible implementation.

ADDDEMDUM A

CHARACTERISTIC OF AN ACTIVE SHOOTER

The following is a list of Characteristics commonly associated with active shooter suspects. The list is compiled from descriptions of past active shooters and not meant to be a comprehensive list describing all active shooters: Each active shooter: each active shooter situation is unique.

- Active shooters usually focus on assaulting persons with whom they come into contact. Their intention is usually an expression or hatred or rage rather than the commission of a crime.
- An active shooter is likely to engage more than one target. Active shooters may be intention killing a number of people as quickly as possible.
- Generally, the first indication of the presence of an active shooter is when he or she begins to assault victims.
- Active shooters often go to the locations where potential victims are close at hand, such as schools, theaters, concerts or shopping malls, active shooters may act in the manner of a sniper, assaulting victims from a distance. Active shooter may also engage multiple targets while remaining constantly mobile.
- Tactics such as containment and negotiation, normally associated with standoff incidents may not be adequate in active shooter events. Active shooters typically continue their attack despite the arrival of emergency responders.
- Active shooters are often better armed than the police, sometimes making use of explosives, booby traps, multiple weapons and body armor. Active shooters are not limited to the use of firearms in accomplishing they attracts on victims. They may use bladed weapons, vehicles, or any tool that, in the circumstance in which it it is used, constitutes deadly physical force.
- Active shooters may have a planned attack and be prepared for a sustain confrontation with the police. Historically, active shooters have not attempted to hide their identity or conceal the commission, of they attracts. Escape from the police is usually not priority of the active shooter.
- Active shooter may employ some type of diversion.
- Active shooter may be indiscriminate in their violence or they may seek specific victims.

- Active shooter may be suicidal, deciding to die in the course of their actions either at the hand of others or by self -inflicted wound.
- Active shooters usually have some degree of familiarity with the building or location they choose to occupy.
- Active shooter events are dynamic and may go in and out of an “active” status; a static incident may return into an active shooter event or an active shooter may go ‘inactive’ by going to a barricaded status without access to victims.

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HOSTAGE SITUATION
BARRICADED SUBJECT/ MASS SHOOTING

I. Purpose

A. The objective of the campus police in dealing with incidents of mass shootings, barricaded subjects, and hostage situations are to:

1. Secure safe release of any hostages involved.
2. Minimize risk to uninvolved people and police personnel.
3. Apprehend offender(s) with the amount of force that is reasonable given the circumstances.
4. Secure available evidence to assist in the appropriate disposition of the offender(s).

II. General Discussion

A. The following procedure is presented as a guideline that personnel should use when confronted with a confirmed barricaded person, sniper, hostage, or mass shooting situation. It is based on the premise that safety is paramount and application of force is to be considered as the last alternative with a range of reasonable solutions.

B. It is impossible to set forth the exact procedures personnel should follow in every situation. It is, however, expected that they will exercise their best judgment in applying these guidelines to specific cases.

III. Definitions

A. <u>Hostage Situation</u>: An incident in which one or more persons take and unlawfully hold other persons against their will with the use or threatened use of force. The offender(s) may subsequently make demands to secure freedom of other items using the hostage(s) as a bargaining tool. Generally the location of the hostage(s) and offender(s) will be known (contras with a kidnap incident).

B. <u>Barricaded Person/Sniper</u>: An incident in which one or more persons take refuge at a location and either use or threaten use of force to repel attempts to apprehend them. The person may subsequently make demands to secure freedom or other items. Generally this situation differs from a hostage situation only in that a hostage has not been taken.

C. <u>Mass Shooting</u>: An incident in which one or more persons inflict death or grievous bodily harm on multiple victims, in multiple consecutive acts, by means of firearm(s) or other deadly weapons. These incidents generally occur at a targeted physical location against multiple random victims. May include use of explosive devices by the offender(s).

D. Rapid Response: Training in tactics and techniques related to patrol officers and supervisors responding to life threatening situations (typically mass shooting) prior to arrival of specialized emergency services teams. The purpose of rapid response is to allow a more immediate police response to containment or termination of continued life threatening actions by offenders.

E. Rapid Response Team: Formation of patrol officers and supervisors, trained in rapid response tactics, into three to five man response teams. Each team is ideally composed with one supervisor, one carbine, one shotgun and the remainder with semi-automatic pistols. The purpose of the team is to contain or terminate continued life threatening actions by offenders.

F. Rescue Team: Formation of patrol officers and supervisors, trained in rapid response tactics, into three to five man rescue teams. The purpose of the team is to enter areas cleared by response teams to aid in evacuation by bystanders and allow for medical treatment of injured persons.

IV. Actions of first response officers

A. Officers subject to attack should make personal safety their primary consideration. If not injured or incapacitated, they should remove themselves (and squad car) from the immediate vicinity to a location of cover and, if possible, a location suited to initial security of the perimeter.

B. The officer should inform Communications of the incident, providing concise information regarding the incident.

C. The individual officer should not attempt to apprehend the offender(s) unless circumstances indicate apprehension can reasonably be made.

D. Officers actions should be directed toward sealing off the area from pedestrian and vehicular traffic, containment of the incident by establishment of an inner perimeter and, if possible, evacuation of the area.

E. Officers should attempt to obtain as much intelligence information as possible.

F. In incidents of mass shootings, where offender(s) continue to perform repeated acts inflicting death or great bodily harm after police arrival, a reasonable effort should be made by first responding police officers to engage the offender in a manner which will result in ceasing further danger to [public safety and in apprehension of the offenders. It is recommended, if circumstances allow a reasonable engagement of the offender(s) by first responding officers, that the engagement involves not less than three police officers. If possible, officers who have been trained in rapid response techniques will be used to comprise an entry team. If additional officers are available they shall be deployed to entry teams and rescue teams as needed. Entry and rescue teams shall be comprised of officers trained in rapid response techniques when possible. The primary purpose of the entry team is to prevent further loss of life by containing the hostile shooter(s) or engaging and terminating the life threatening behavior of hostile

shooter. The primary purpose of rescue teams shall be to evacuate personnel and allow removal and treatment of any injured persons. The totality of the circumstances must be evaluated by including I.A. 1through I.A.4 in the decision making process. Existence of possible explosive devices should be considered. The purpose of the engagement by initial officers shall be to stop the life-threatening actions of the offender(s), to contain the incident, to allow for evacuation of citizens, and to allow removal and treatment of any victims.

V. Communications Center Actions

A. If the report is received by the dispatcher, obtain concise information regarding the location, number of offenders, weapons involved, injuries, and number of hostages.

B. Notify the shift supervisor and implement the appropriate emergency condition.

C. Dispatch all available units to secure the area and establish a perimeter.

D. Notify local Police Communications Center that a confirmed hostage, sniper, barricaded subject, mass shooting incident has occurred and provide concise information regarding the location, number of offender(s), type(s) of weapon(s) involved, injuries, location of University Police personnel and location of any command center, if established. Provide a location for staging of responding emergency personnel (police, fire, paramedic, NORTAF, NIPAS, County Bomb Squad). Provide initial locations where perimeter control is needed, if known.

E. Immediately dedicate a radio channel for use of personnel involved.

F. If a call is received from a hostage taker, do not engage in any negotiations. Attempt to obtain a method for contacting the hostage taker (telephone number) which can be used by responding NIPAS hostage negotiators.

G. Make the following notifications as time permits:

1. Chief
2. Assistant Chief
3. 1st Sergeant
4. V.P. Student Affairs
5. President

VI. Shift Supervisor Actions

A. Establish an inner perimeter, evacuate the area, identify a stage area for responding emergency personnel, and establish a command center as possible.

B. Coordinate UP response with the EPD on-scene commander.

C. Secure the scene of any post incident to preserve evidence integrity.

VII. Training

A. The department shall provide training for firearms instructors in rapid response tactics instructor qualification or similar training.
B. The department will utilize qualified instructors to train department officers in rapid response tactics or similar training. The department shall periodically conduct multi-juris dictional scenario-based training in the areas of active shooters, barricade subjects and hostage situations.

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations, such as marches, meetings, picketing and rallies, will be peaceful and non-obstructive. However, if any of the following conditions exist, the Campus Police Department should be notified immediately:

a. **INTERFERENCE** with the normal operations of the College.

b. PREVENTION of access to offices, buildings and/or other College facilities.

c. THREAT of physical harm to persons or damage to College facilities

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to him/her or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations and/or uncontrollable behavior.

If a psychological crisis occurs:

a. Never try to manage a dangerous situation by yourself.

b. Notify the Campus Police Department of the situation at ext 5400. Clearly state your need for immediate assistance; give your name, your location and the area involved.

c. In extreme emergencies, dial 9-1-1, then call the Campus Police Department at ext **6455** to notify of the situation.

MEDICAL AND FIRST AID

If a serious injury or illness occurs on the campus, immediately dial 9-1-1 and the Campus Police Department at ext **6455**; give your name and describe the nature and the severity of the medical problem and the location of the victim.

In case of minor injury or illness, trained personnel should provide First Aid care. Only trained personnel should provide First Aid treatment (i.e., First Aid and CPR). Use only sterile First Aid materials.

In case of serious injury or illness quickly follow these steps:

a. Keep the victim still and comfortable. DO NOT move the victim.

b. Ask the victim, "Are you okay?" and "What is wrong?"

c. Check breathing and give artificial respiration if necessary.

d. Control serious bleeding by direct pressure to the wound.

e. Continue to assist the victim until help arrives.

f. Look for Emergency Medical ID. Question any witnesses and give all information to the paramedics.

Every Campus Police Officer should be trained in First Aid and CPR.

TWENTY-FOUR (24) HOUR ALERT

Upon the issuance of a twenty-four (24) hour alert, all Campus Police Department personnel will remain on call and prepared to report for duty upon request. Campus Police personnel will remain at a location where they may be reached by telephone or in person.

CURFEW

In extreme situations, curfew will be imposed by the President of the college. The college is also subject to any curfews imposed by the Mayor, Governor and the President of the United States of America.

Curfews may be imposed under the following circumstances:

a. Severe weather conditions such as Hurricanes, Tornadoes, Flooding, Earthquakes, etc;

b. Power outage in the City of Columbia or on the campus of Benedict College.

c. Riot/uncontrollable crowds.

DEATHS

If death occurs (natural or unnatural) on campus, immediately notify the Campus Police Department at ext **6455**.

a. The Campus Police Officers on duty will immediately secure the area in which the death has taken place and contact the Coroner's Office.

b. After the area is secured, no one will be allowed into the affected area until clearance is given by Coroner's Office and the Campus Police Department.

c. The Director of Campus Police will be notified immediately and receive a thorough briefing on the situation.

d. The Campus Police Director will act as the liaison to the outside agencies involved in the investigation of the death.

e. The Campus Police Director will consult with the President and his/her Central Administrative Staff concerning all circumstances and information involved in the investigation of the death.

f. If necessary, a command post will be established to manage the situation, including release of information to the Columbia Community and the media; and potential emotional impact on students, faculty and staff. The release of information to the media will be the responsibility of the Director of Public Relations, who is the official spokesperson for the College.

All Main Campus Dormitories

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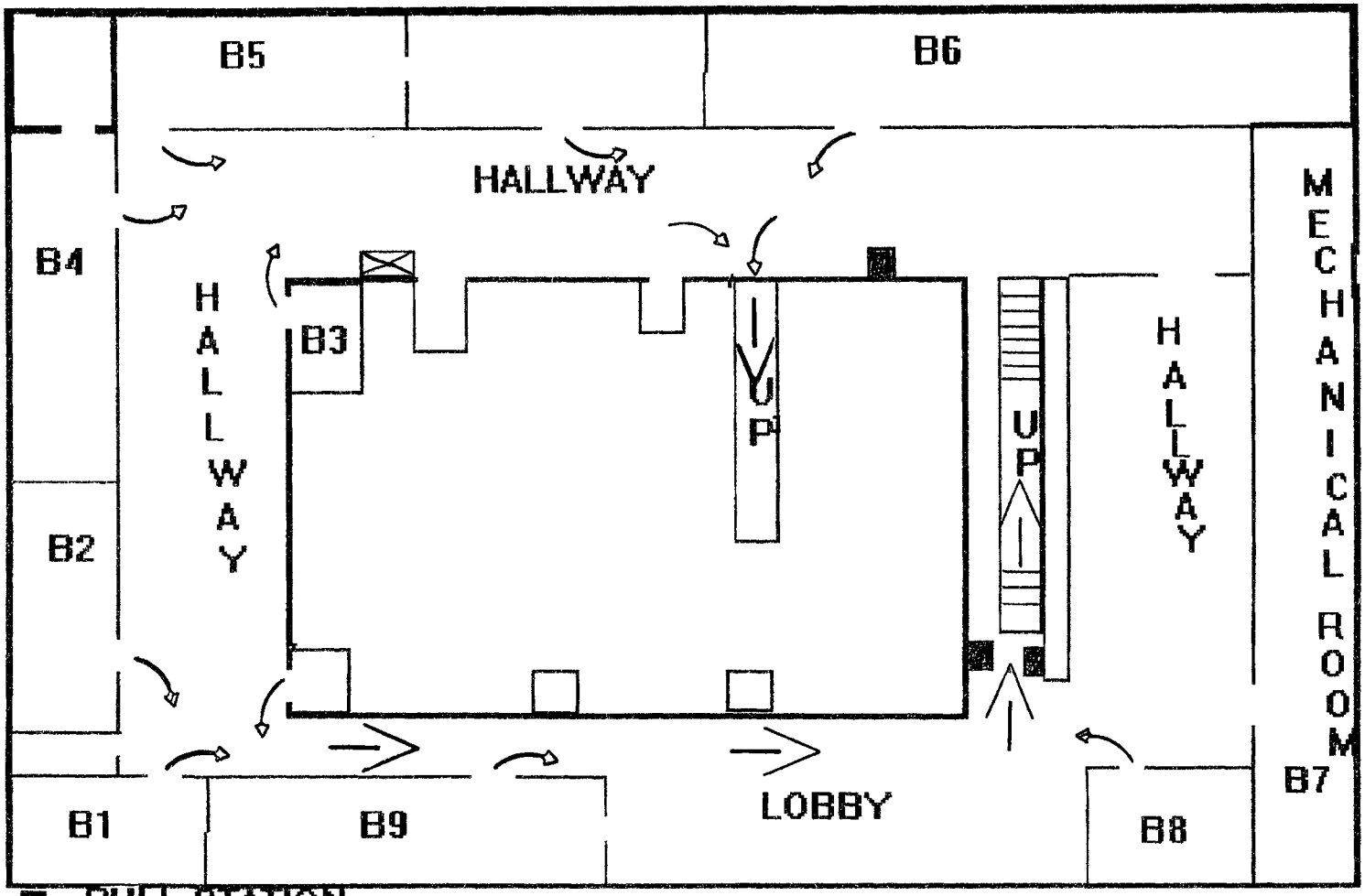
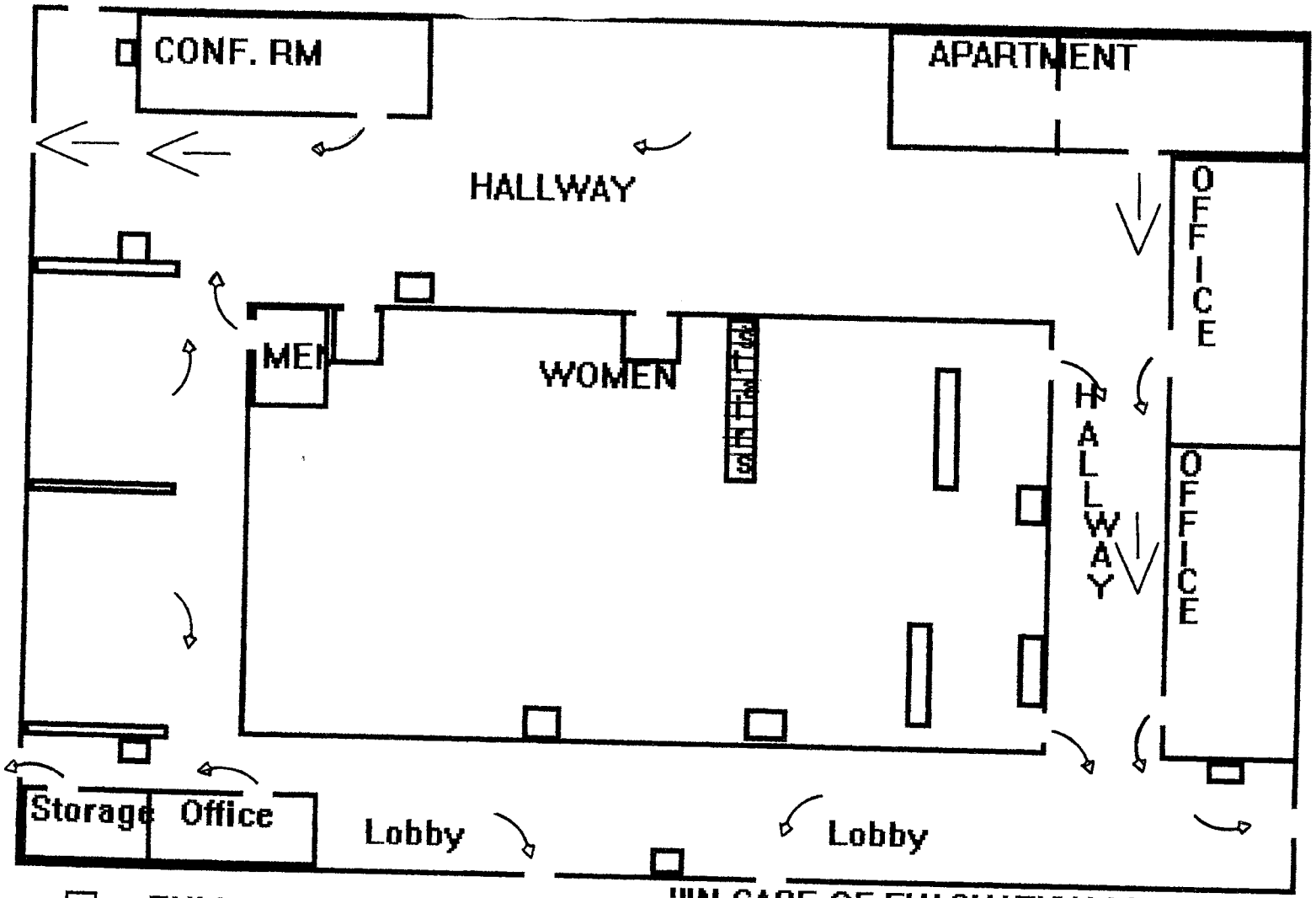
Emergency Evacuation Diagrams

MATHER HALL BASEMENT



■ =PULL STATION
⊠ =FIRE EXTINGUISHER
□ =YOU ARE HERE

MATHER HALL LOBBY



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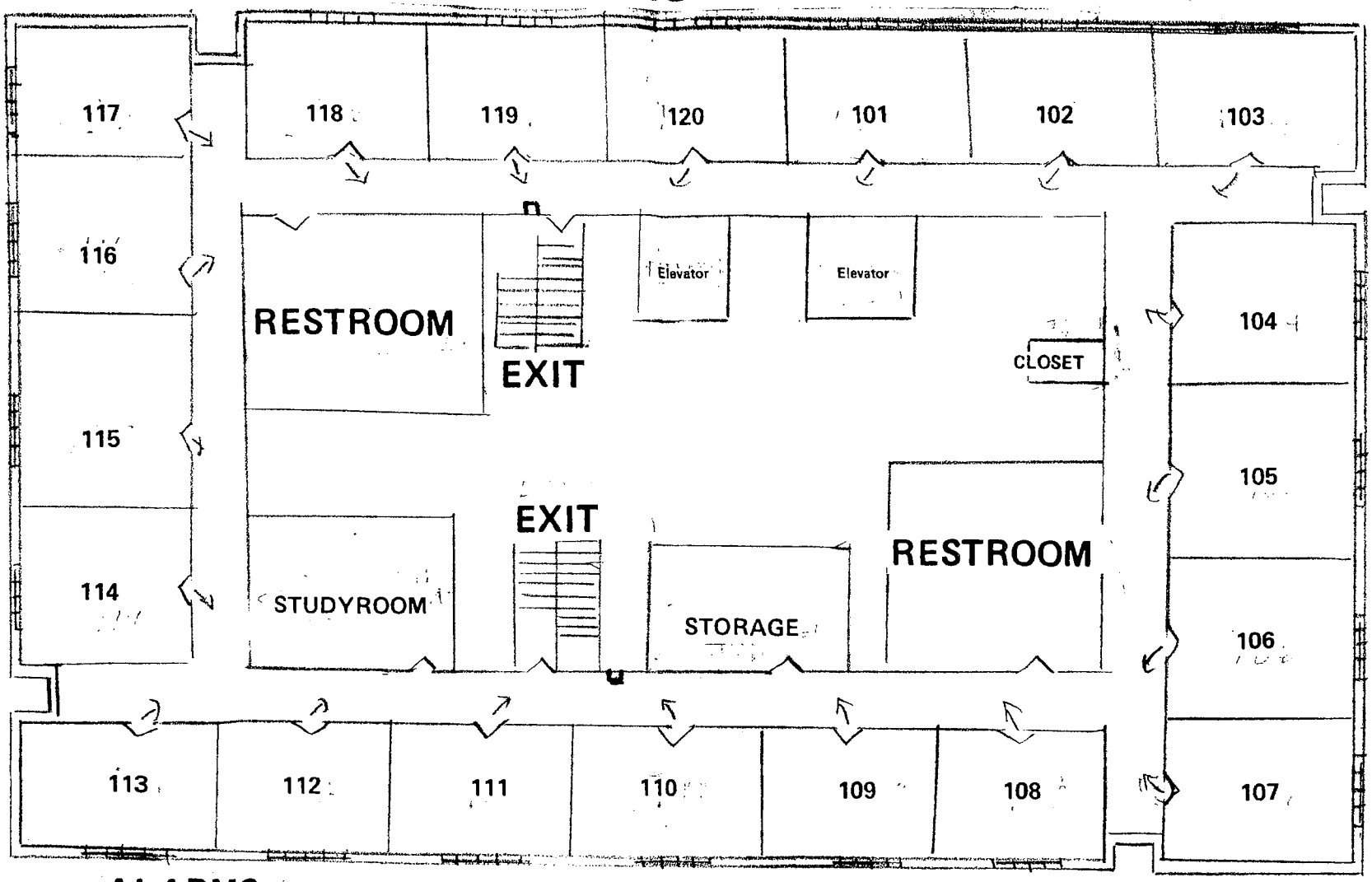
"IN CASE OF EVACUATION MOVE TO FRONT OF LIBRARY"

FIRE EVACUATION PLAN

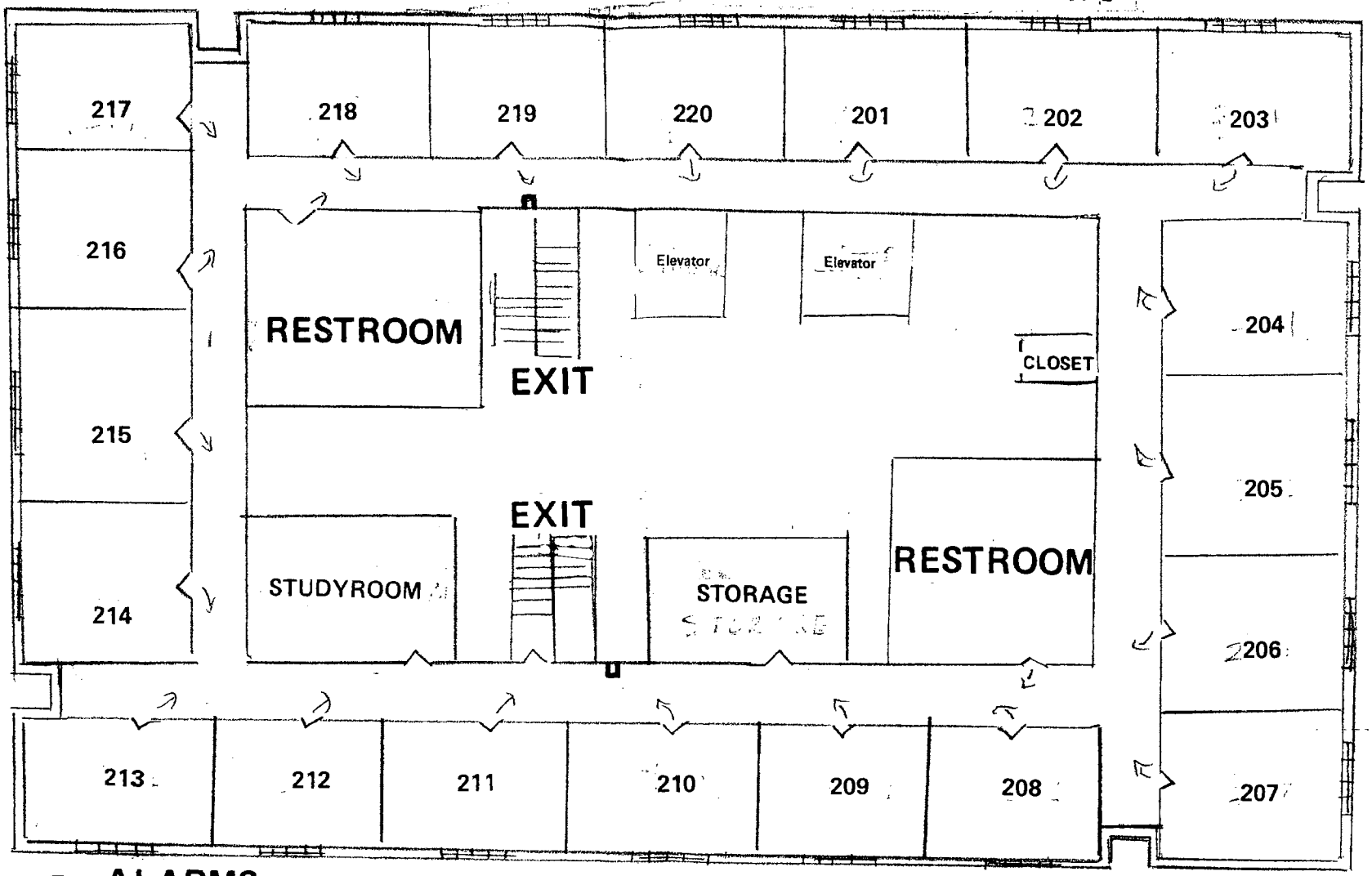


ALARMS

EXITS

MATHER HALL — FIRST FLOOR

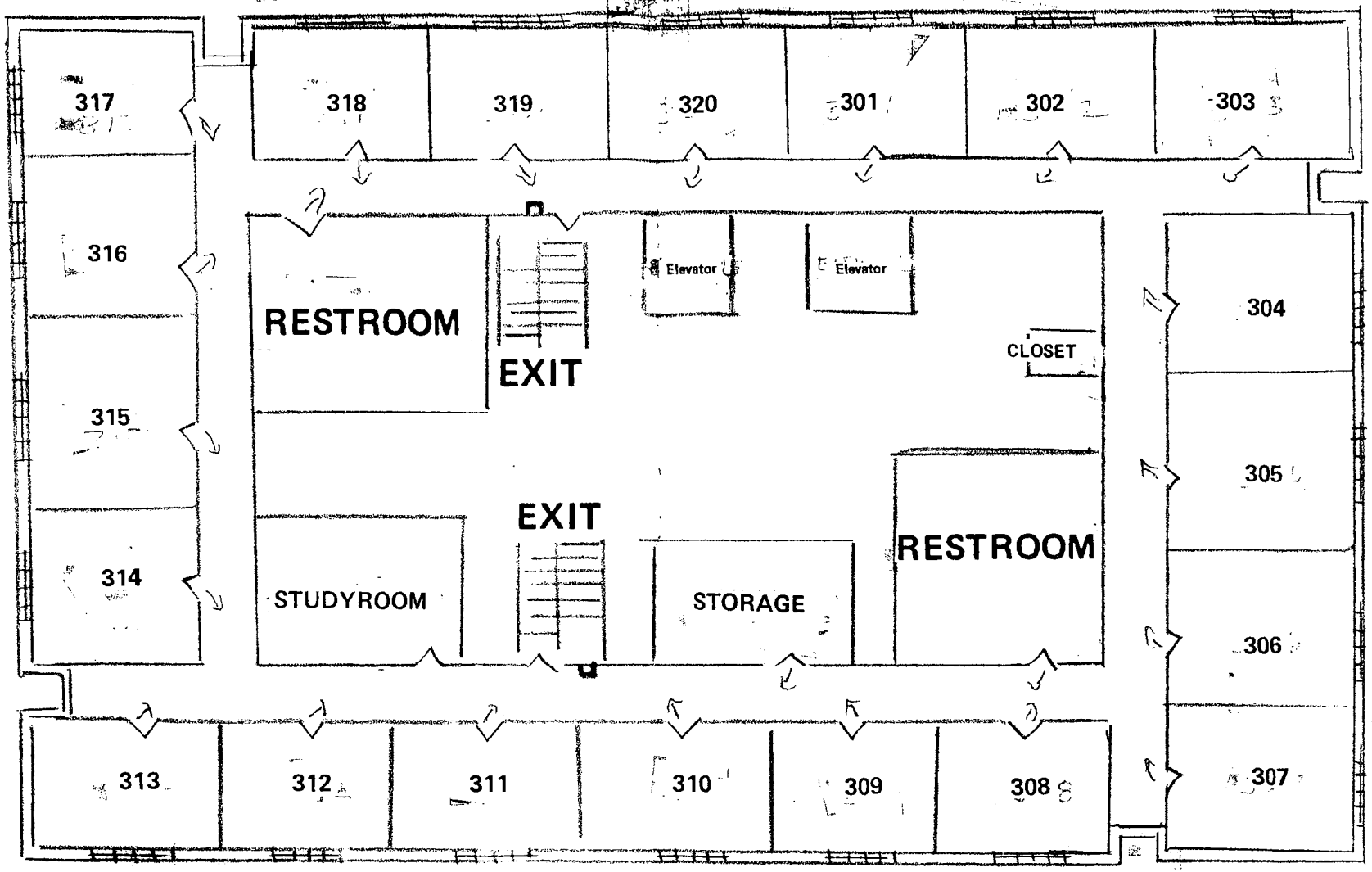
FIRE EVACUATION PLAN



- ALARMS
- EXITS

MATHER HALL — SECOND FLOOR

FIRE EVACUATION PLAN

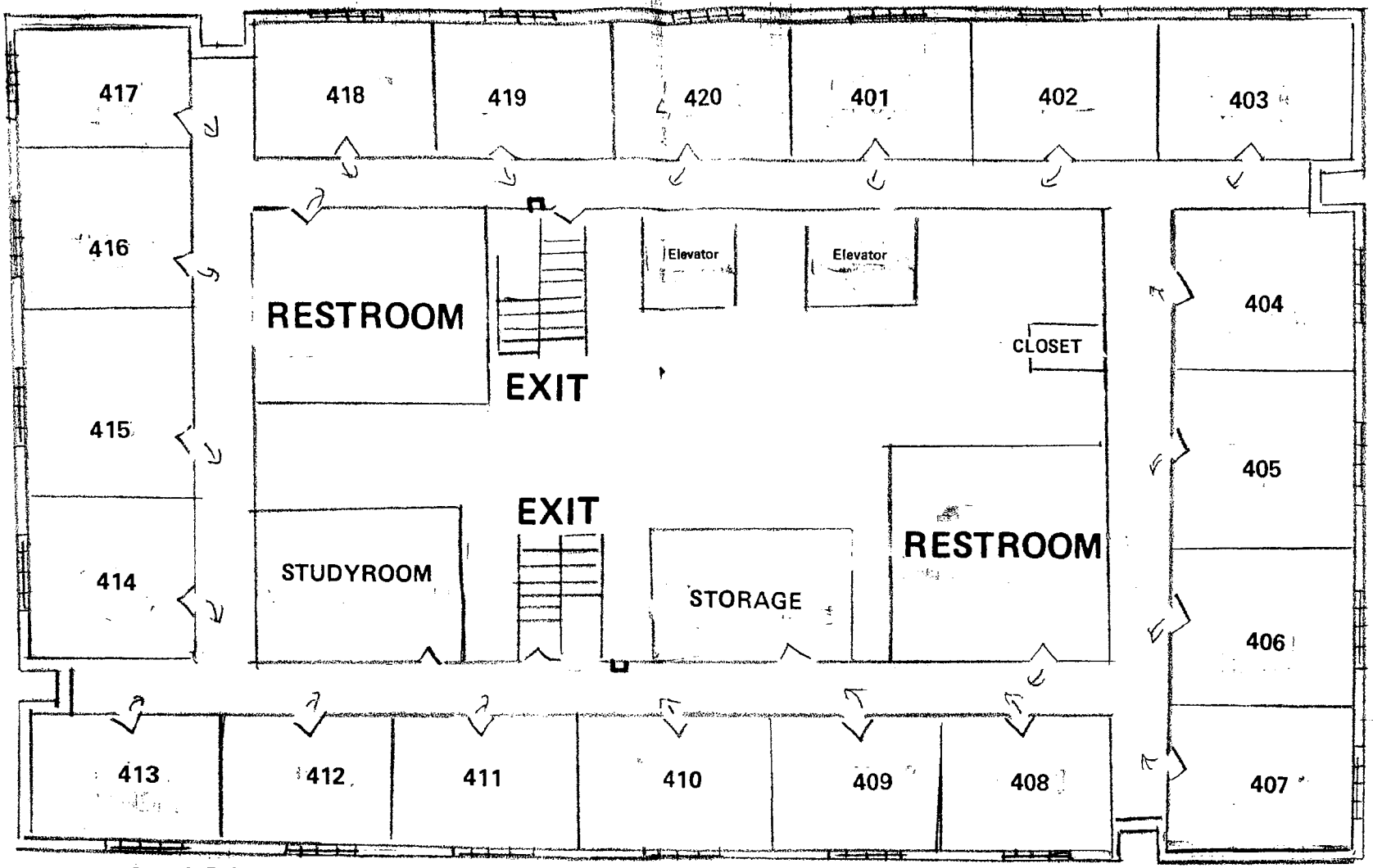


▫ - ALARMS

EXITS

MATHER HALL - THIRD FLOOR

FIRE EVACUATION PLAN



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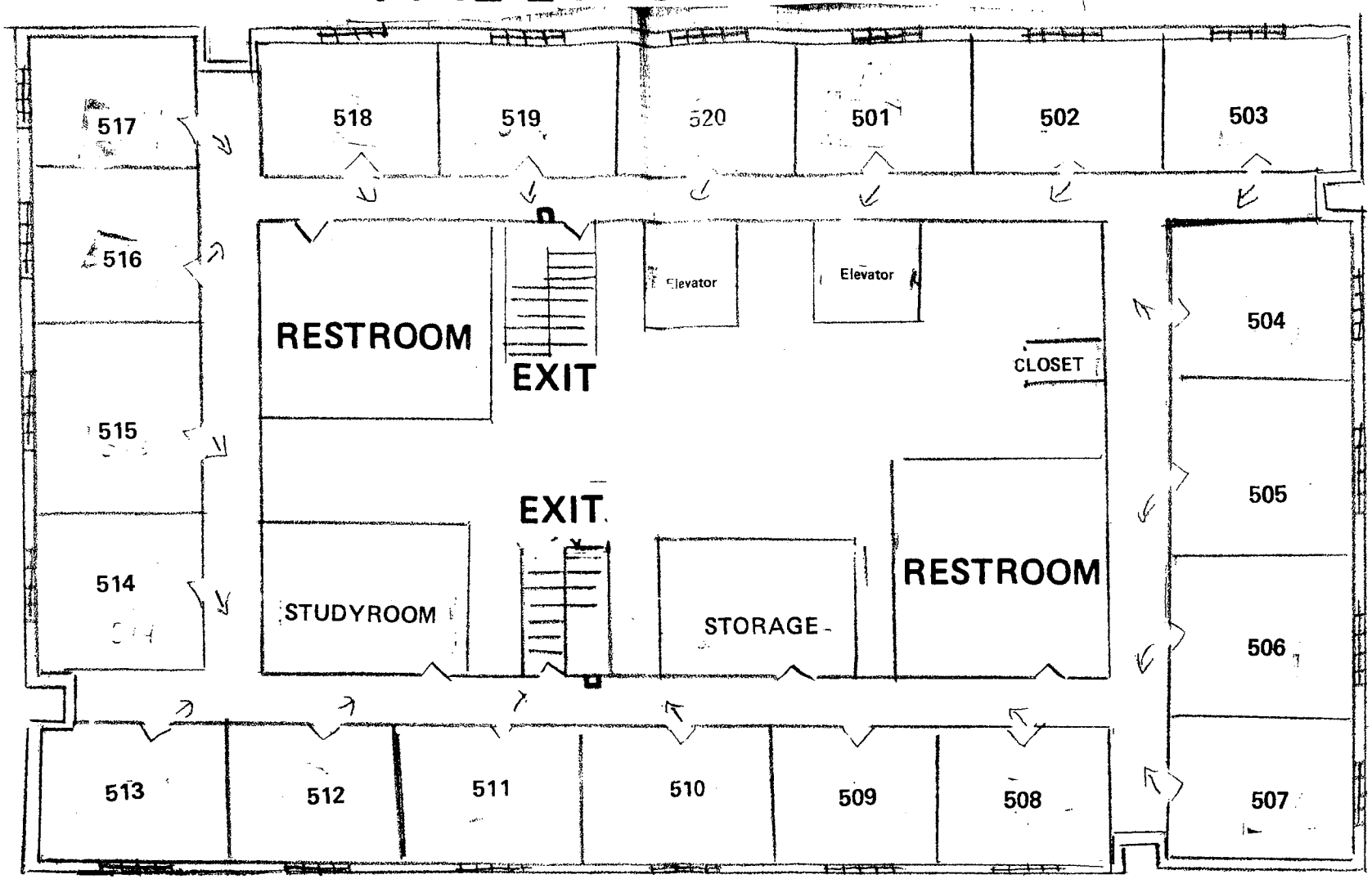
MATHER HALL – FOURTH FLOOR

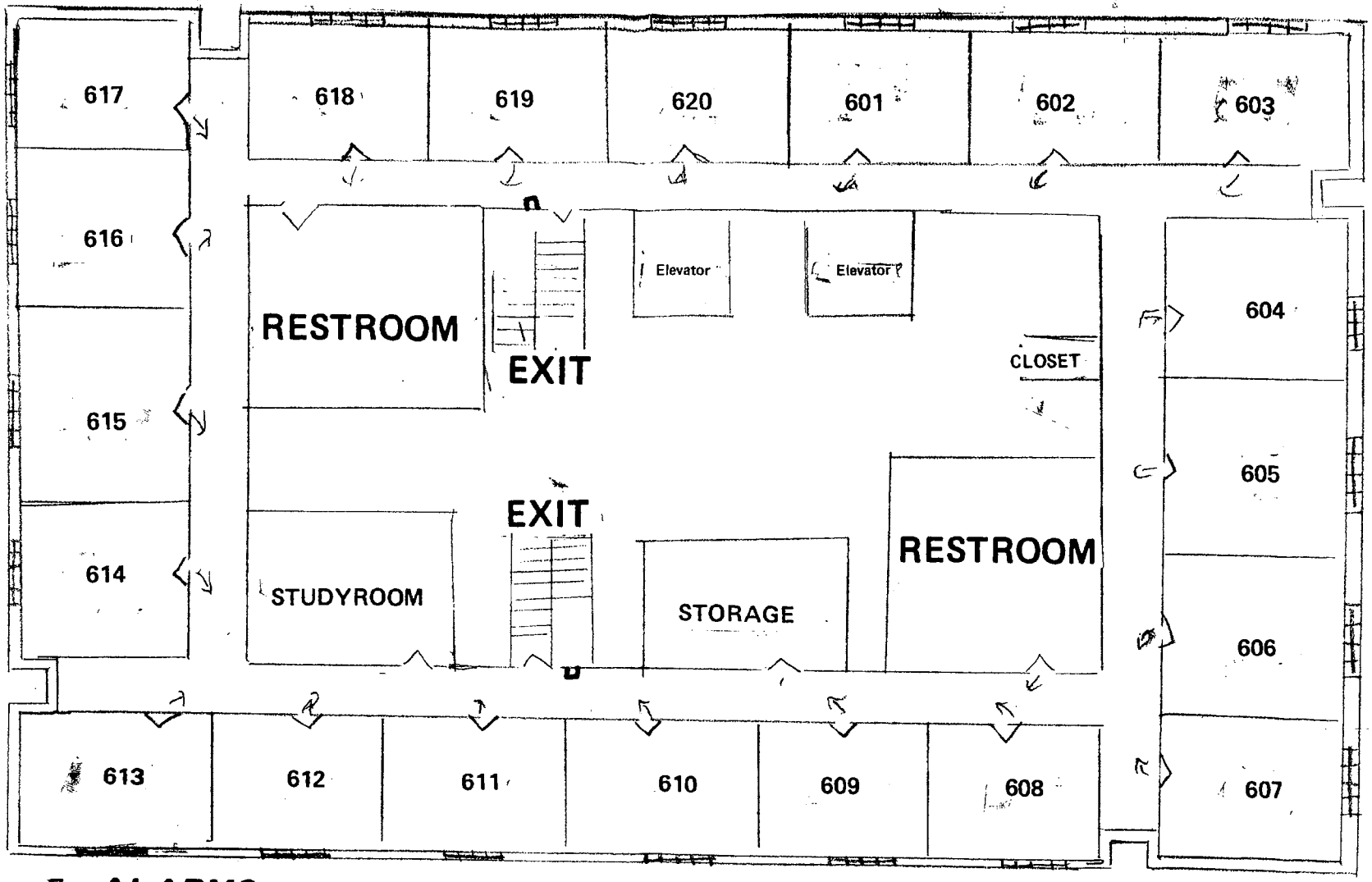
FIRE EVACUATION PLAN



ALARMS
EXITS

MATHER HALL — FIFTH FLOOR

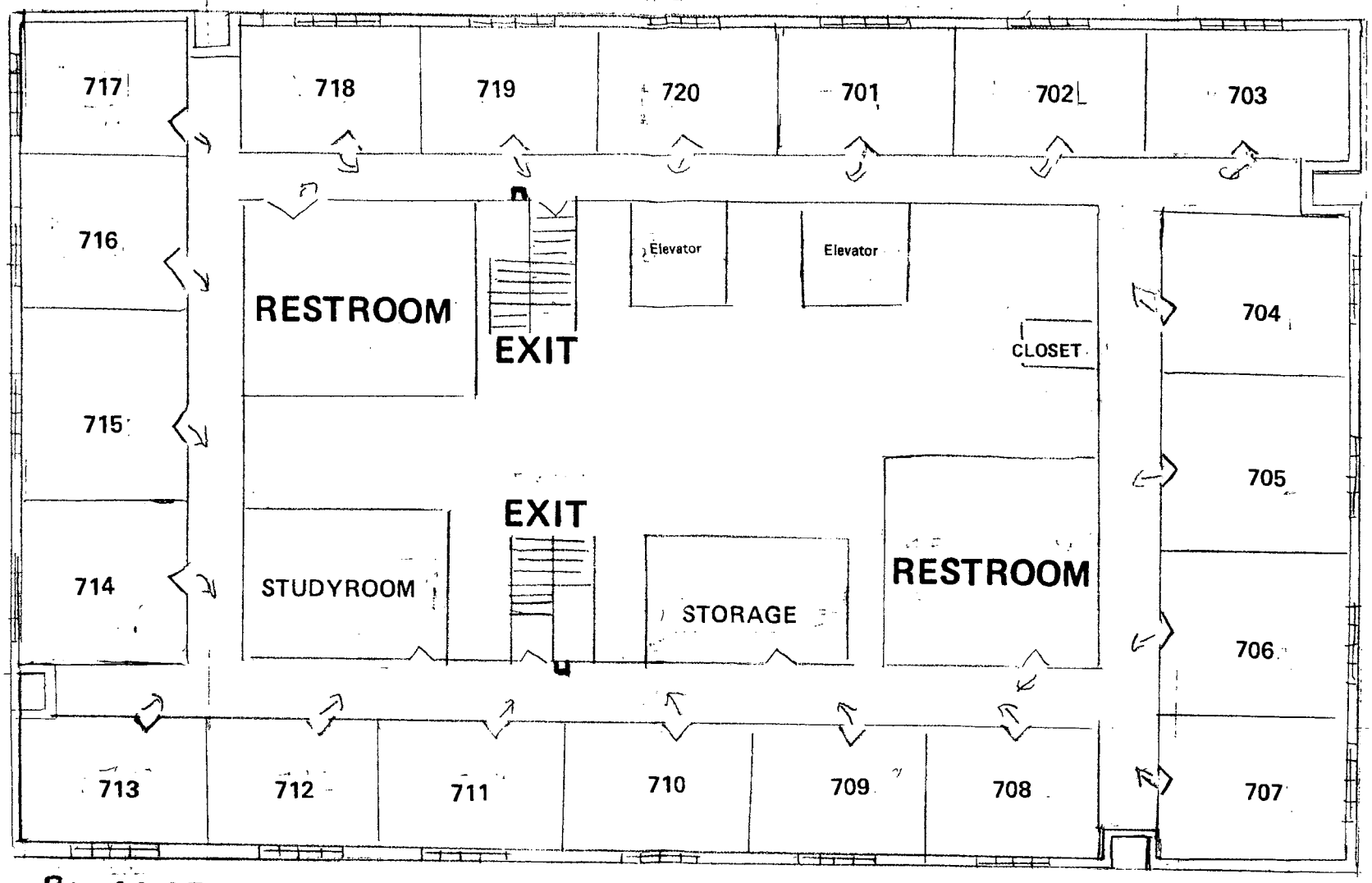
FIRE EVACUATION PLAN



- ALARMS
- EXITS

MATHER HALL— SIXTH FLOOR

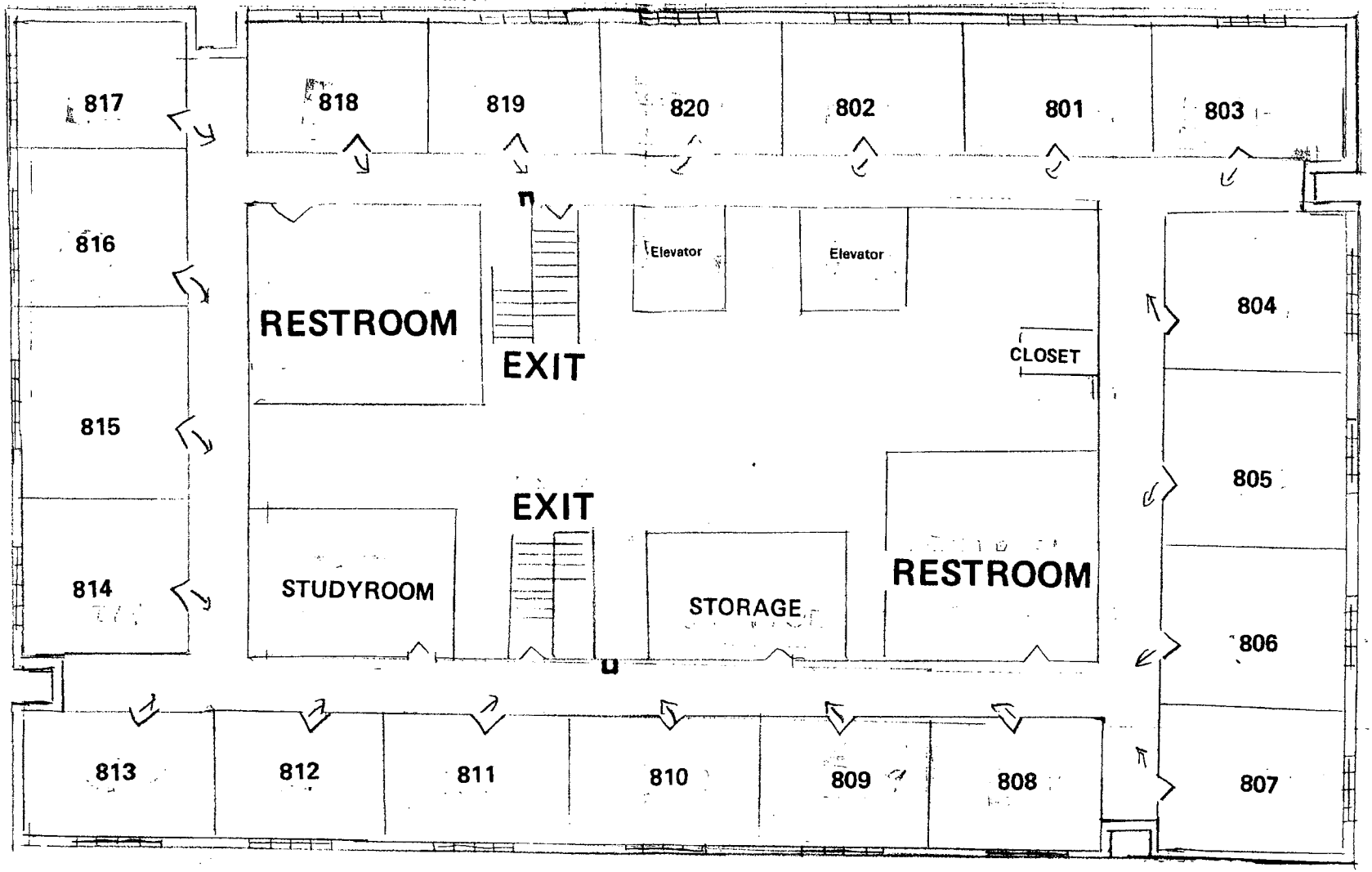
FIRE EVACUATION PLAN



- ALARMS
- EXITS

MATHER HALL – SEVENTH FLOOR

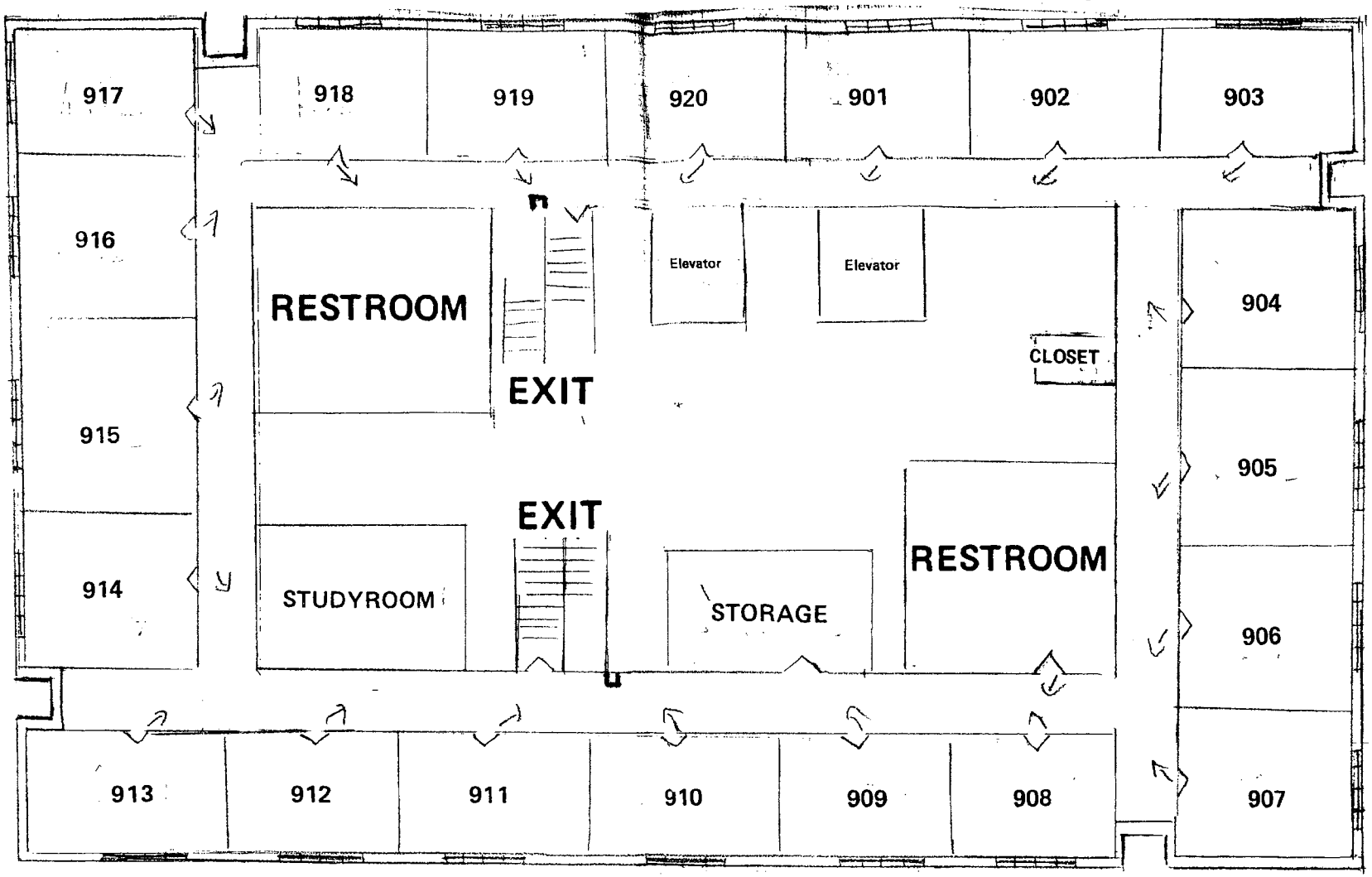
FIRE EVACUATION PLAN



ALARMS
EXITS

MATHER HALL – EIGHTH FLOOR

FIRE EVACUATION PLAN



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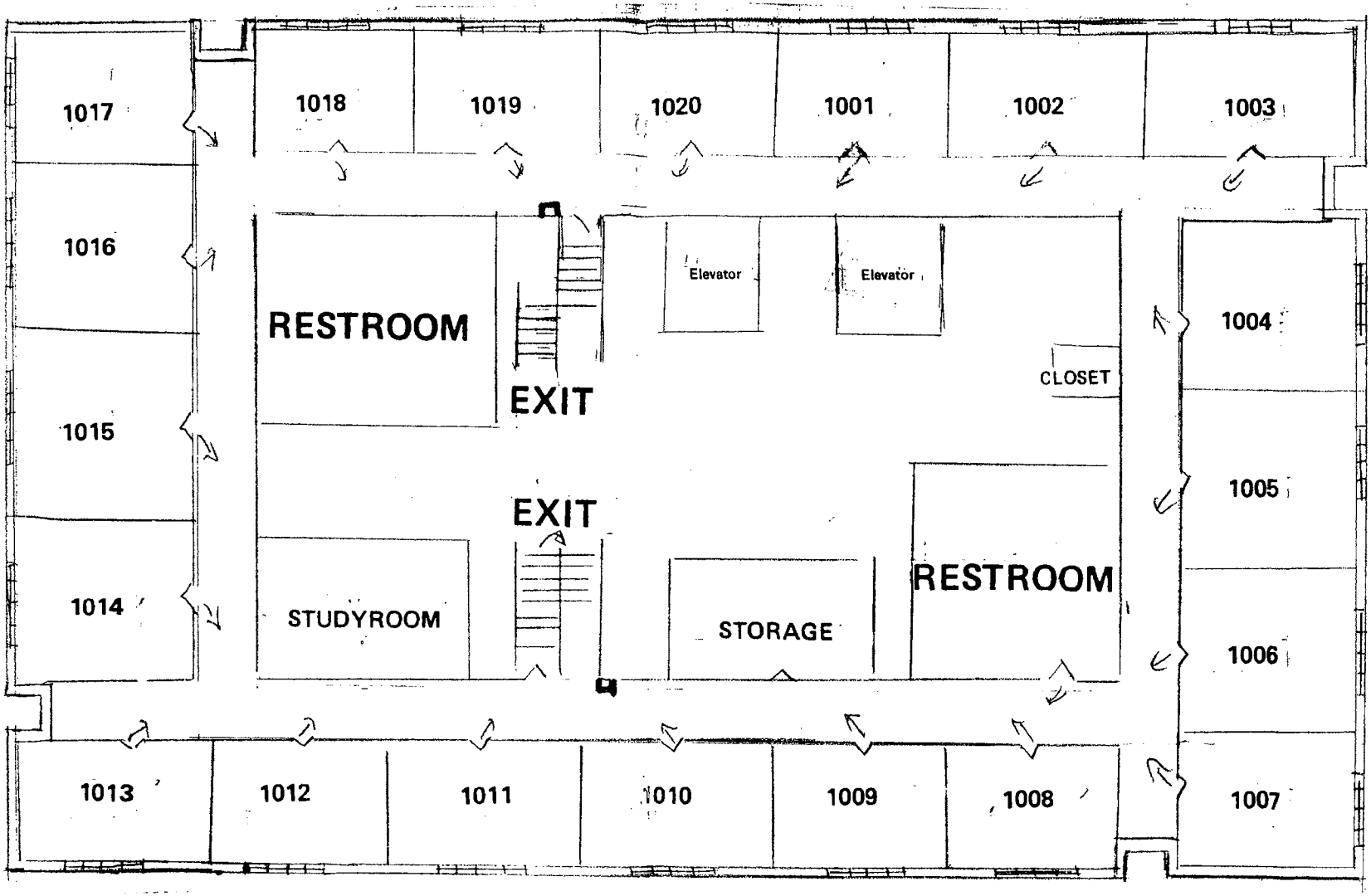
MATHER HALL – NINTH FLOOR

FIRE EVACUATION PLAN

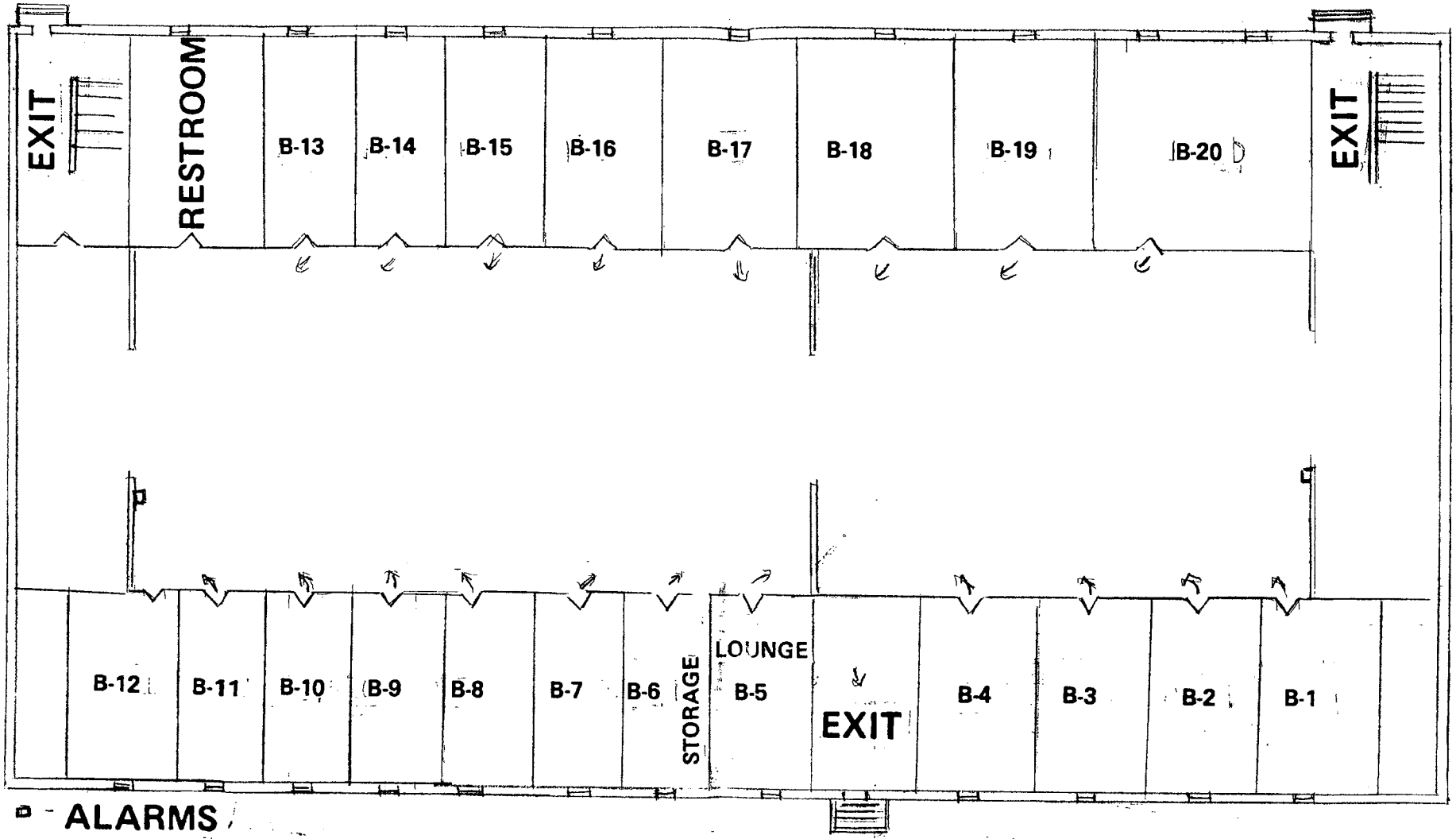


ALARMS

EXITS

MATHER HALL — TENTH FLOOR

FIRE EVACUATION PLAN



- ALARMS
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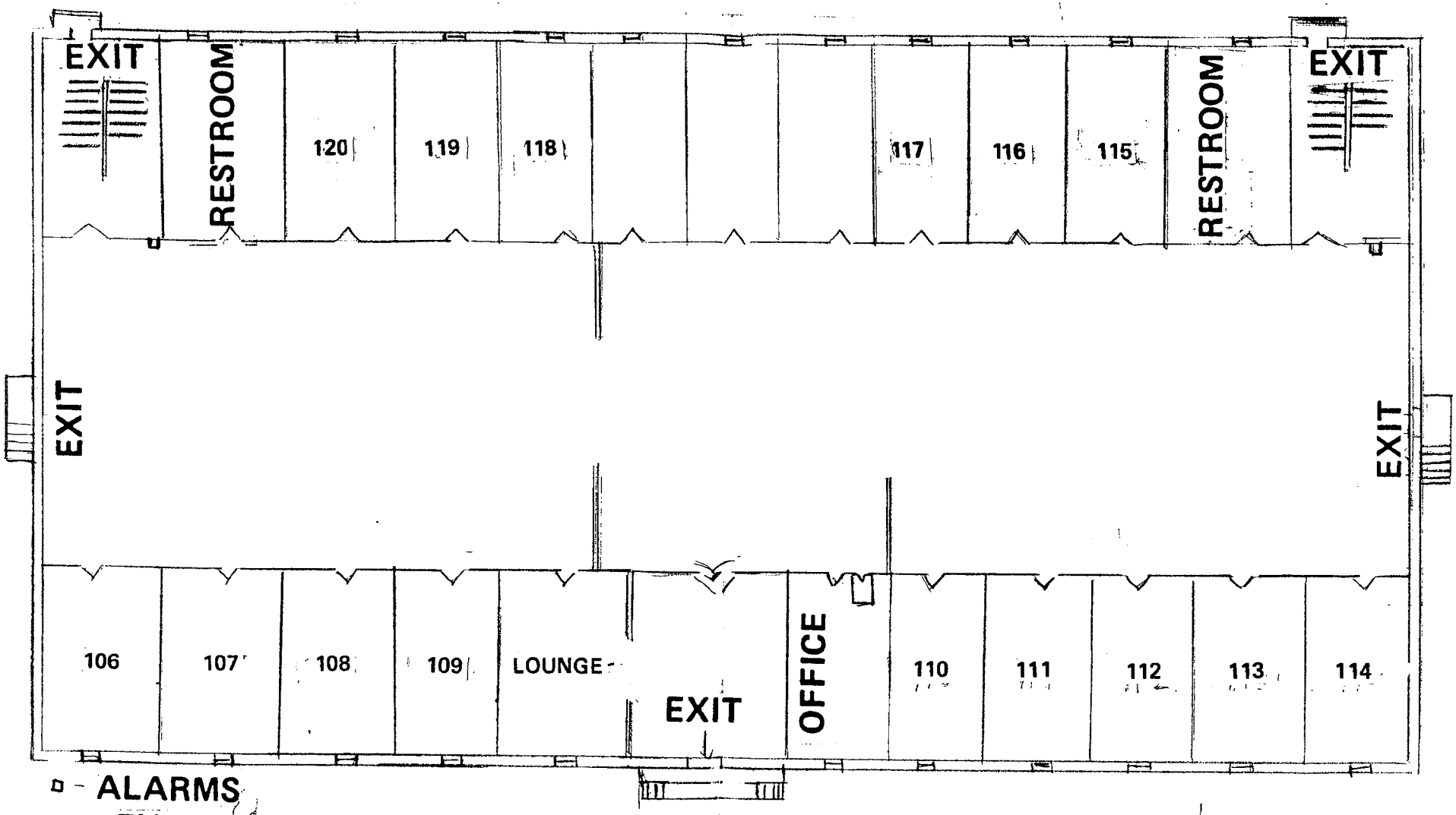
GAMBRELL HALL — BASEMENT FLOOR

FIRE EVACUATION PLAN



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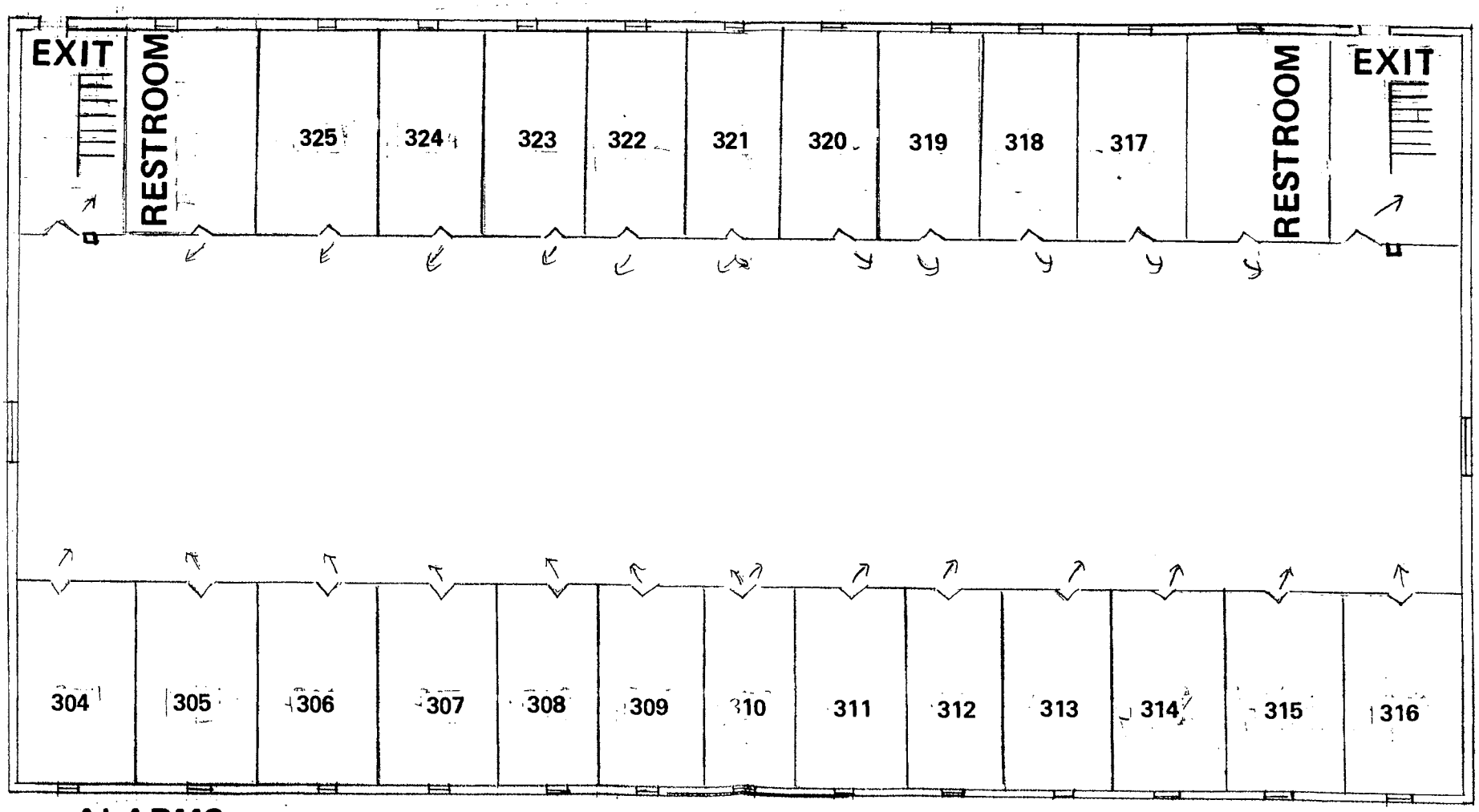
GAMBRELL HALL – FIRST FLOOR

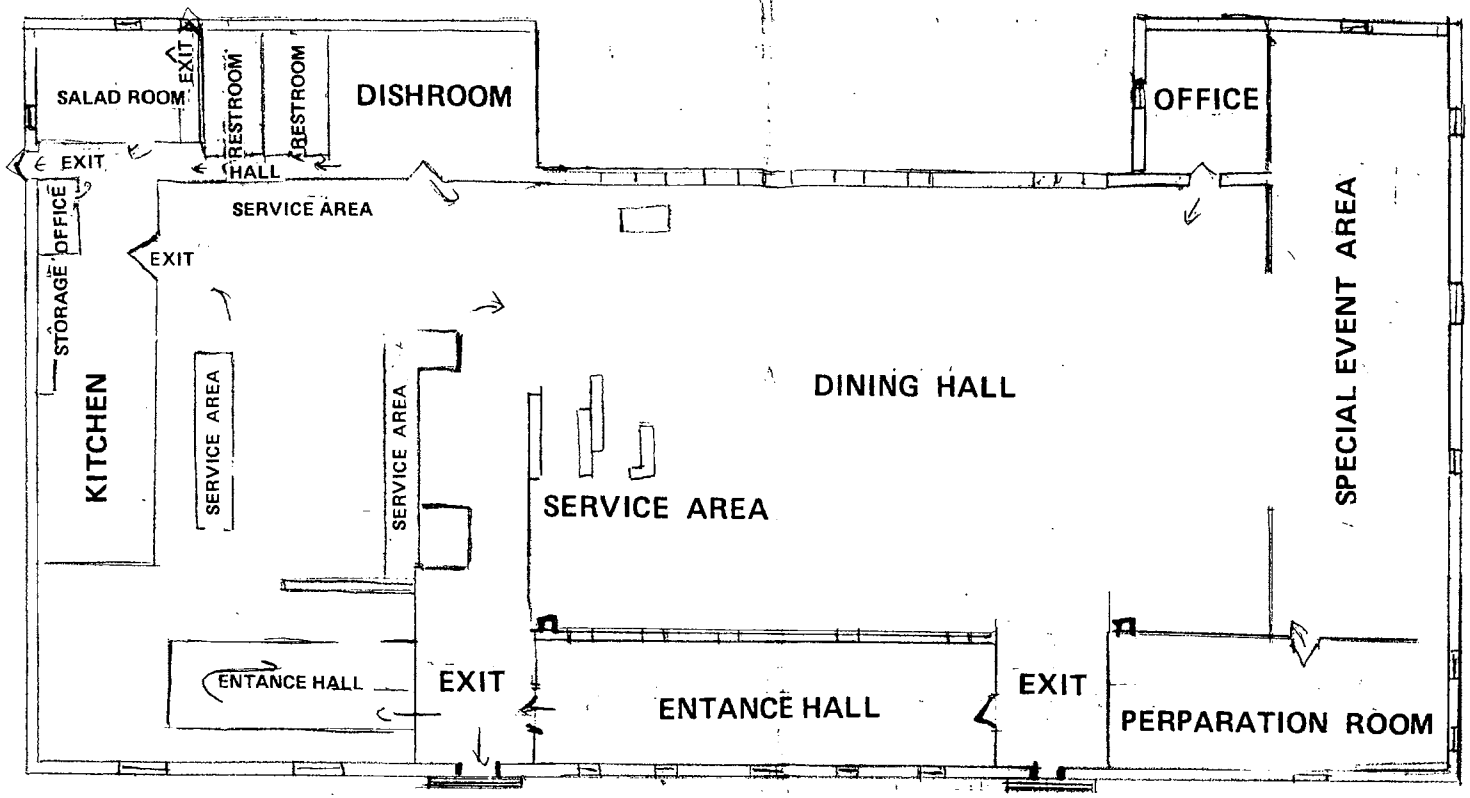
FIRE EVACUATION PLAN



- ALARMS
- EXITS

GAMBRELL HALL – THIRD FLOOR

FIRE EVACUATION PLAN



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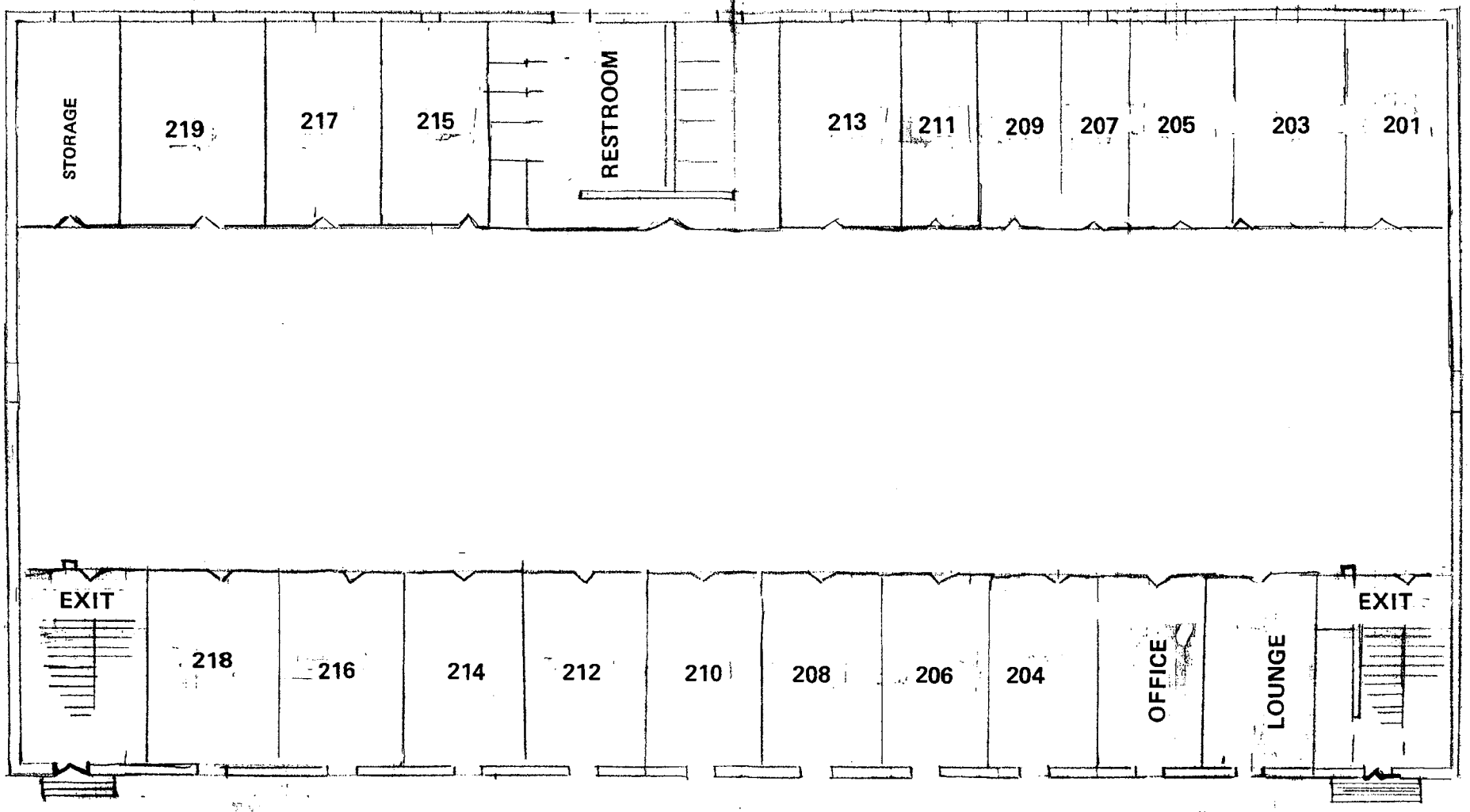
BACOATS HALL – FIRST FLOOR

FIRE EVACUATION PLAN



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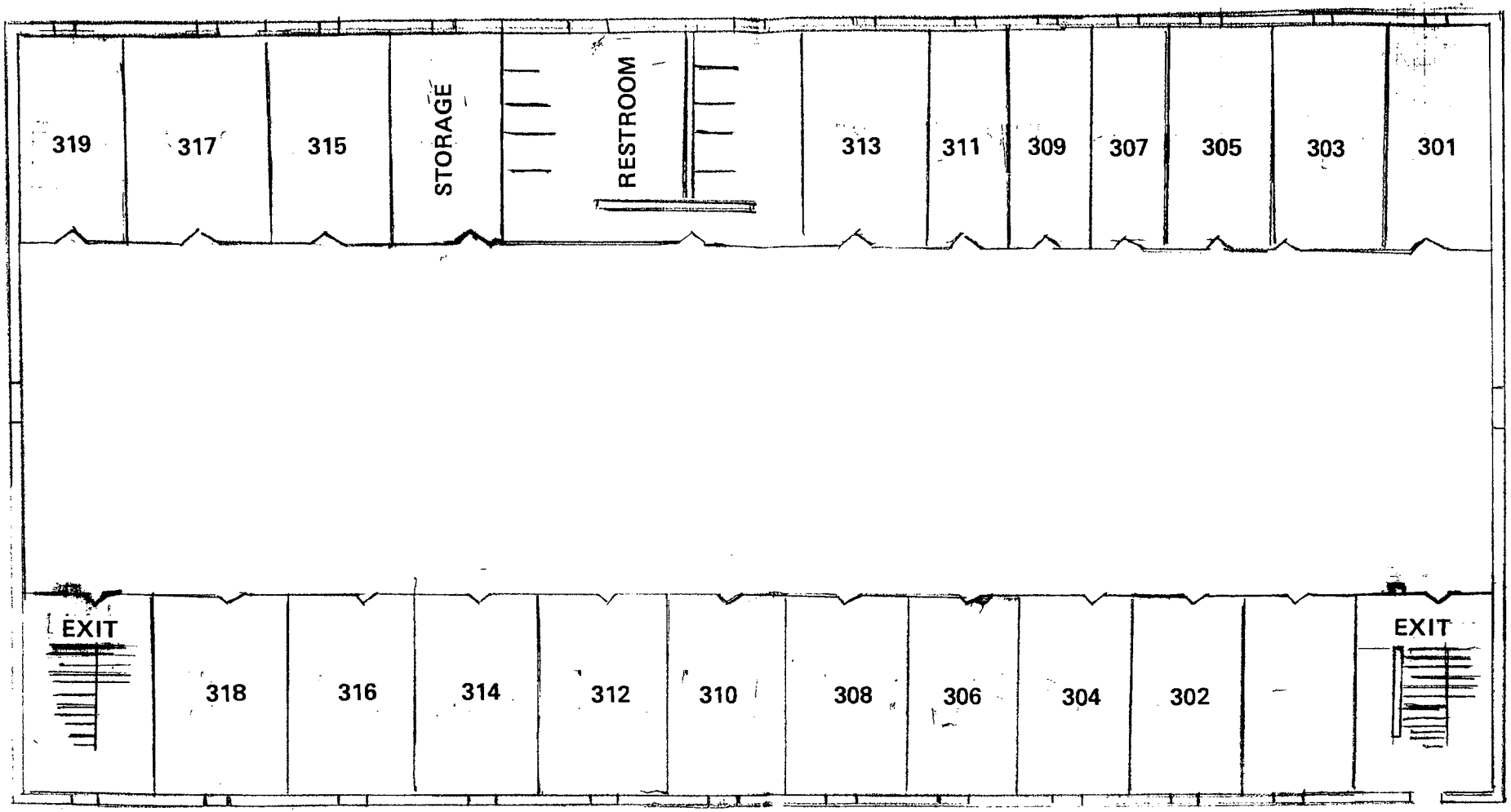
BACOATS HALL – SECOND FLOOR

FIRE EVACUATION PLAN



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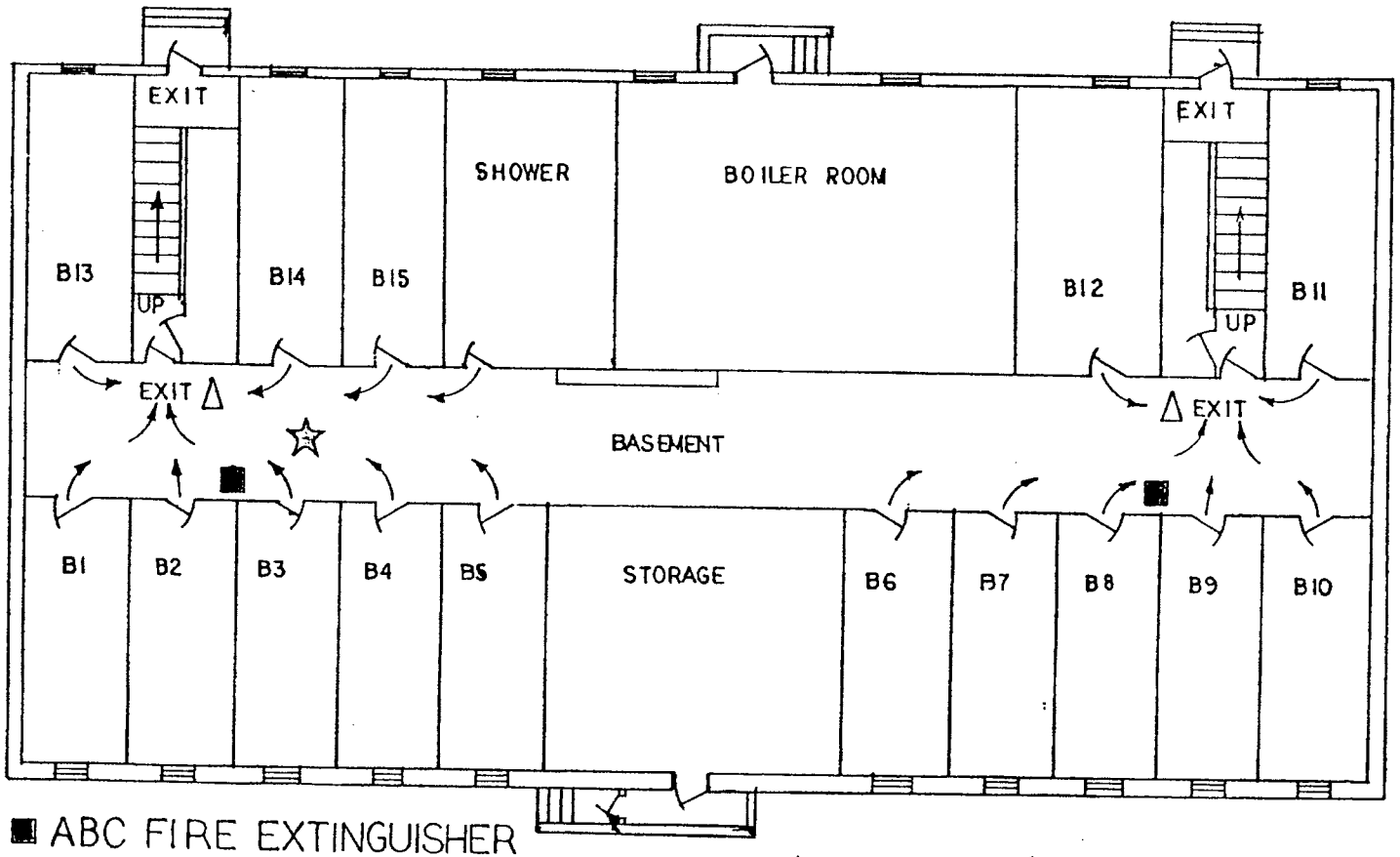
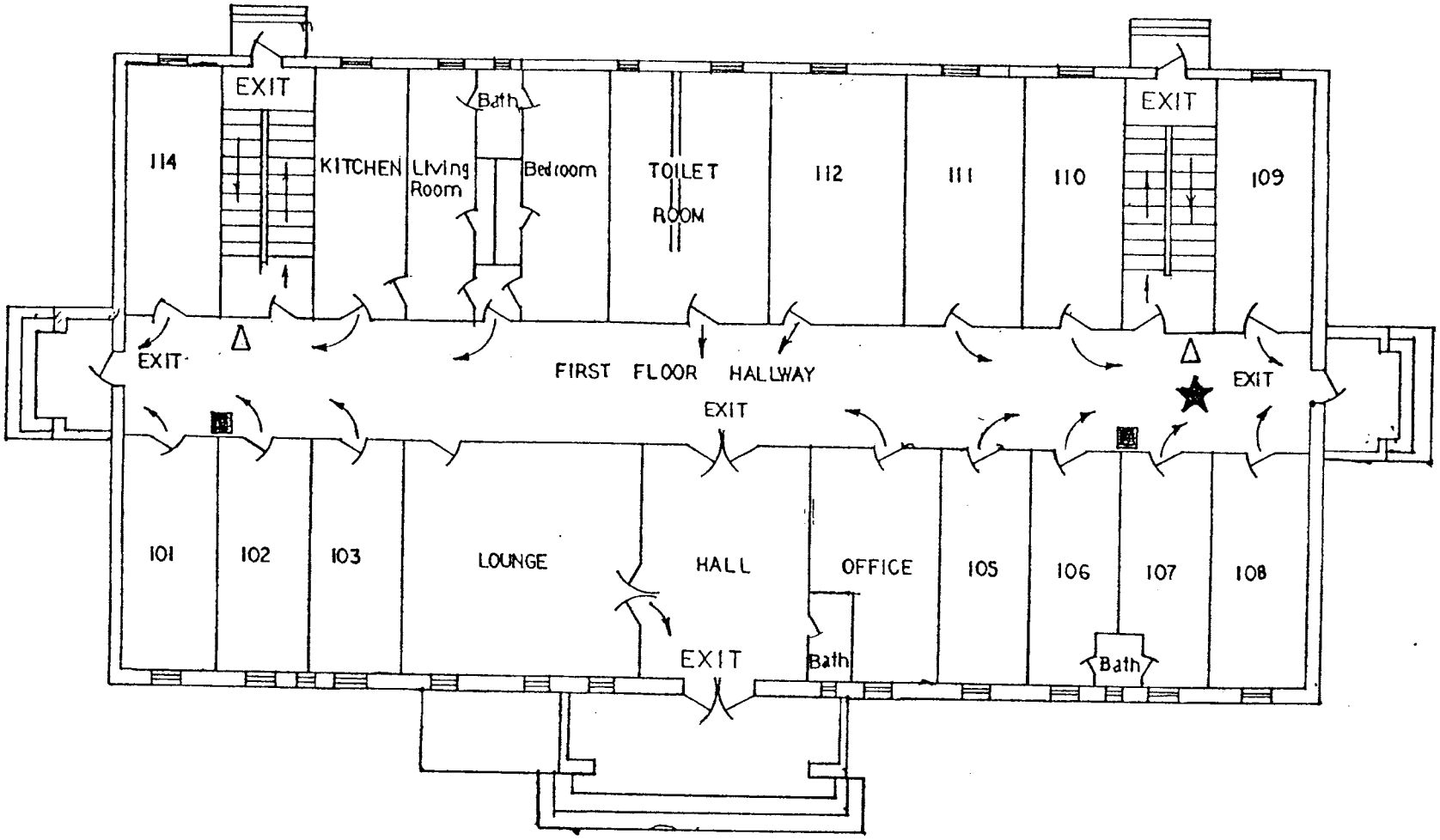
BACOATS HALL – THIRD FLOOR

FIRE EVACUATION ROUTE
GOODSON HALL



■ ABC FIRE EXTINGUISHER
Δ SMOKE & FIRE DETECTOR
☆ YOU ARE HERE

FIRE EVACATION ROUTE
GOODSON HALL



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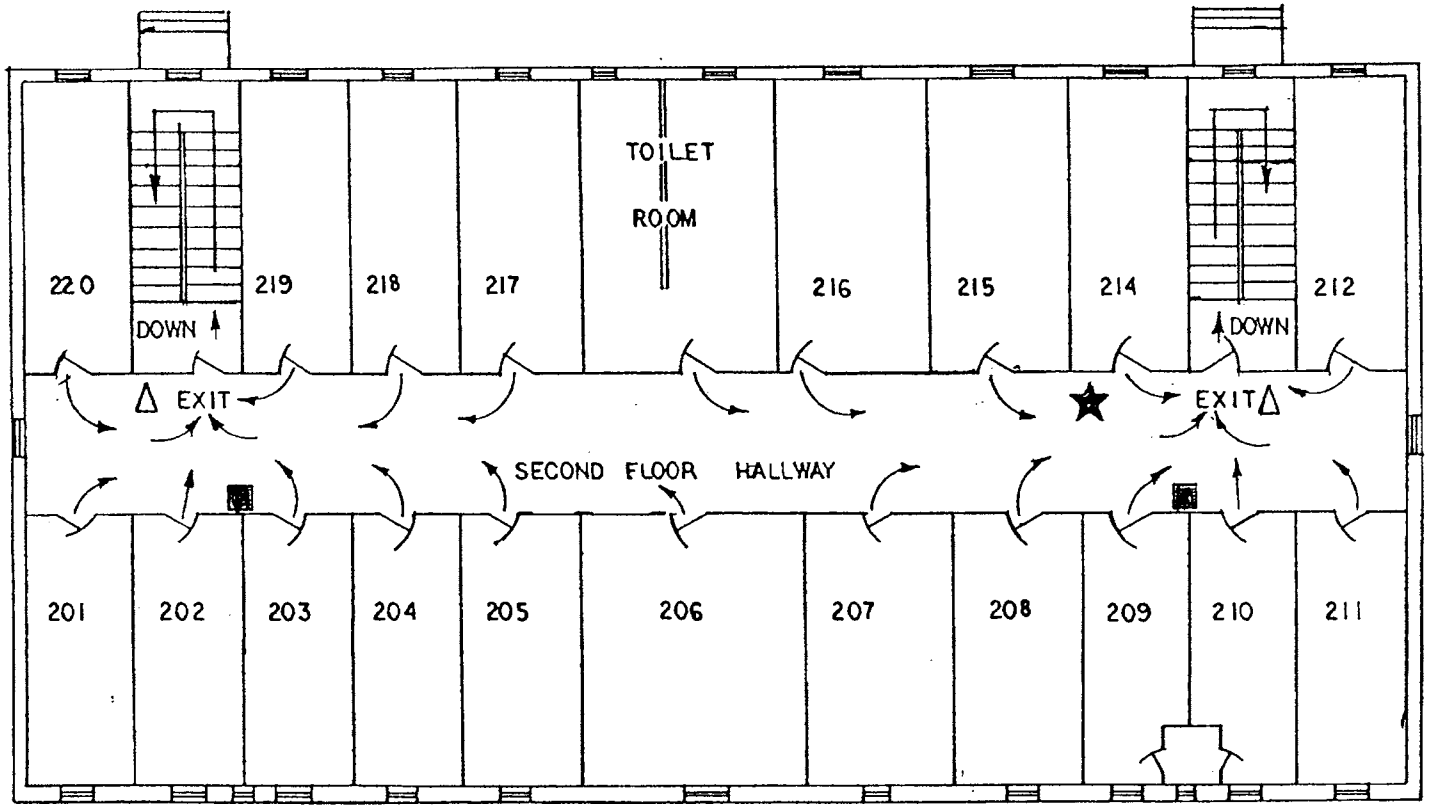
FIRE EVACATION ROUTE
GOODSON HALL



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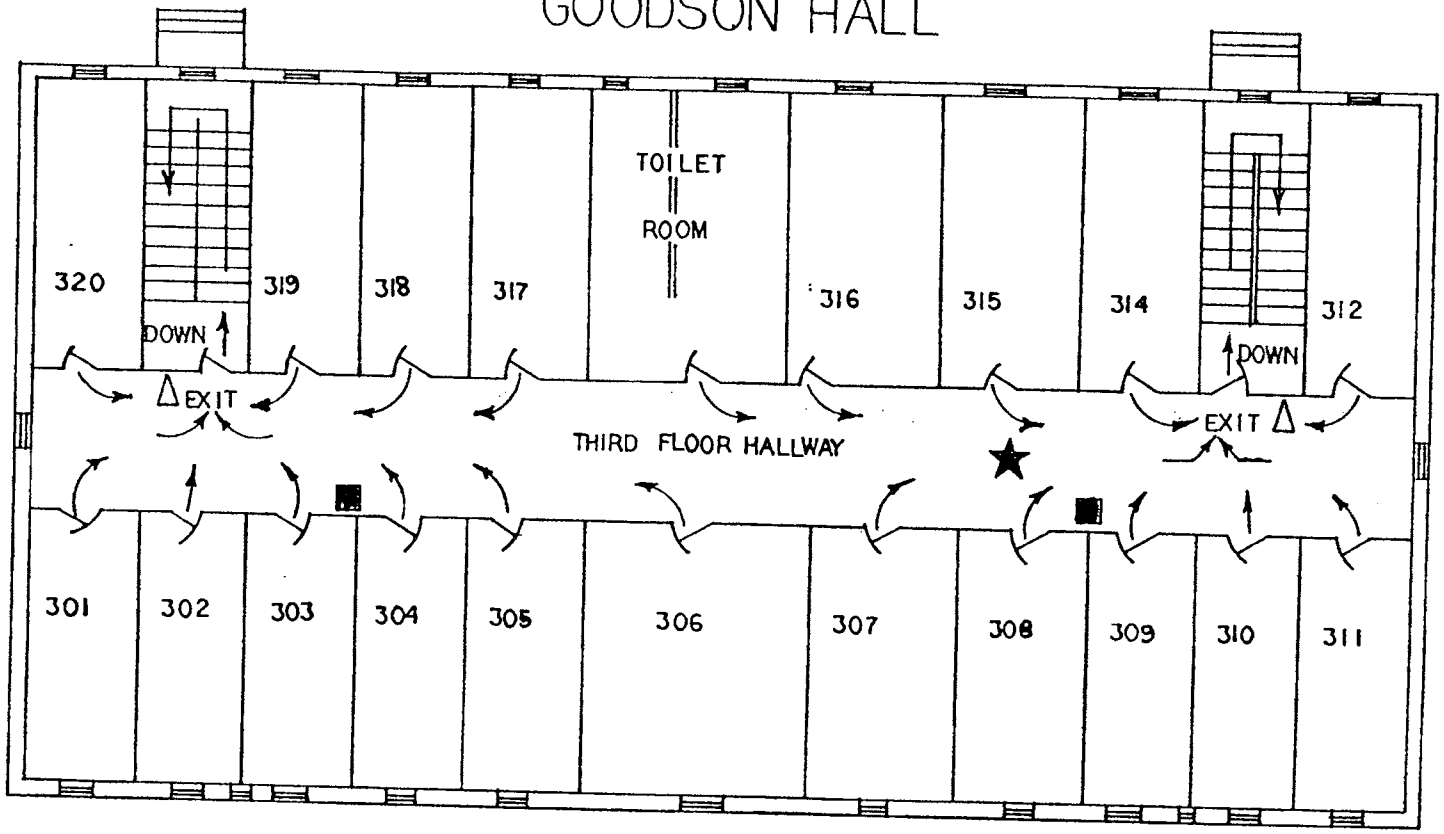
FIRE EVACUATION ROUTE
GOODSON HALL



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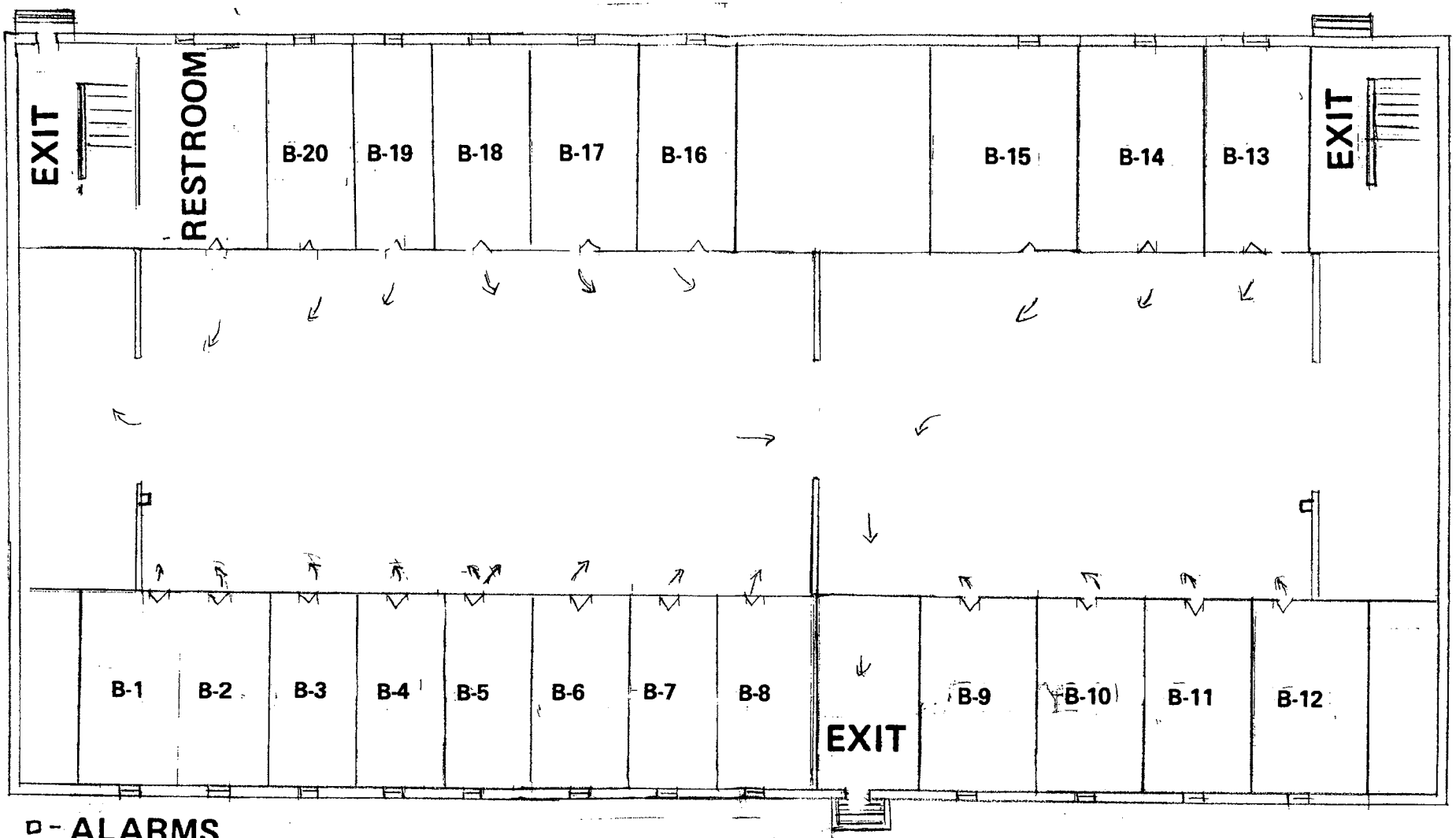
FIRE EVACUATION PLAN

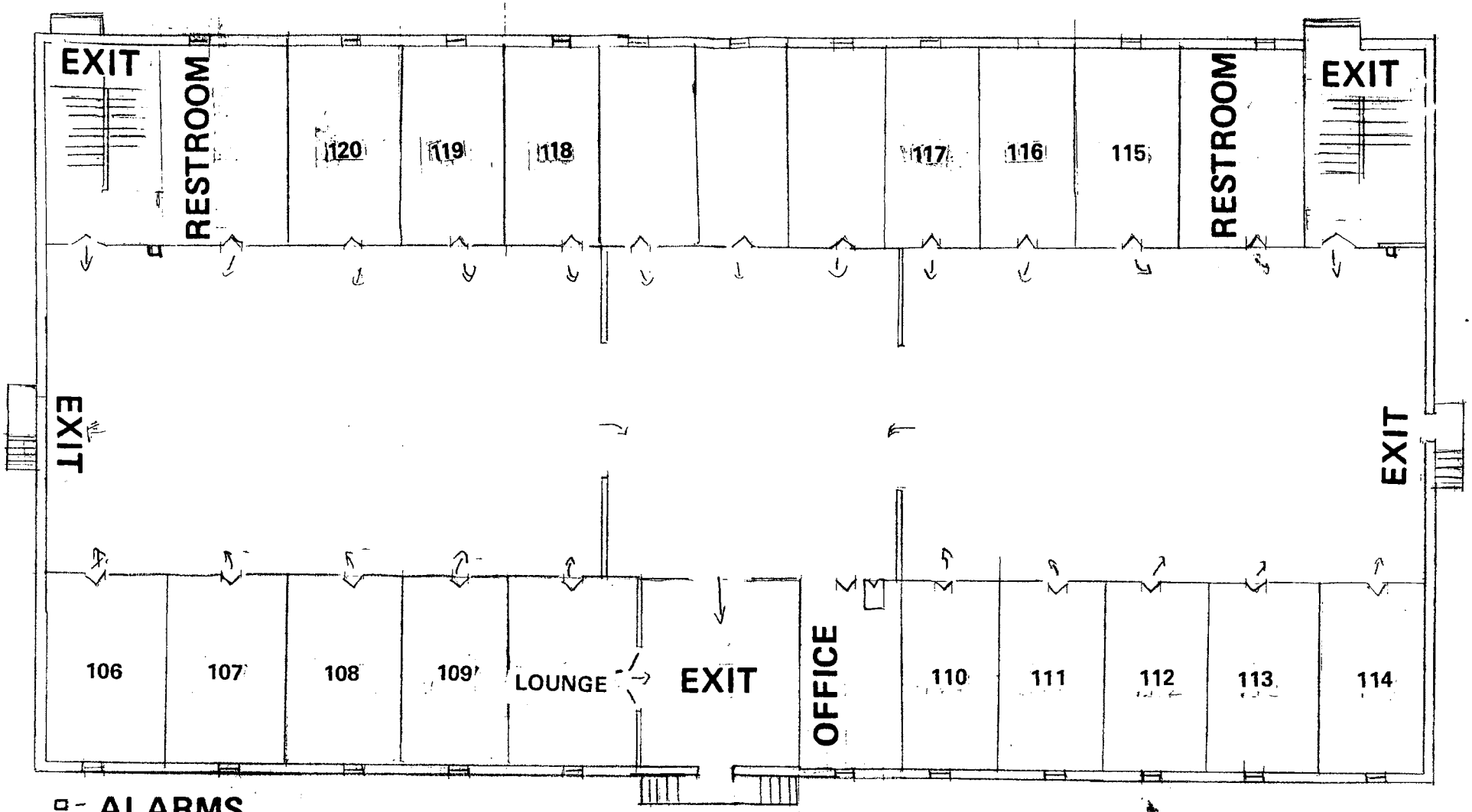


▫ - ALARMS

⋁ - EXITS

JENKINS HALL – BASEMENT FLOOR

FIRE EVACUATION PLAN



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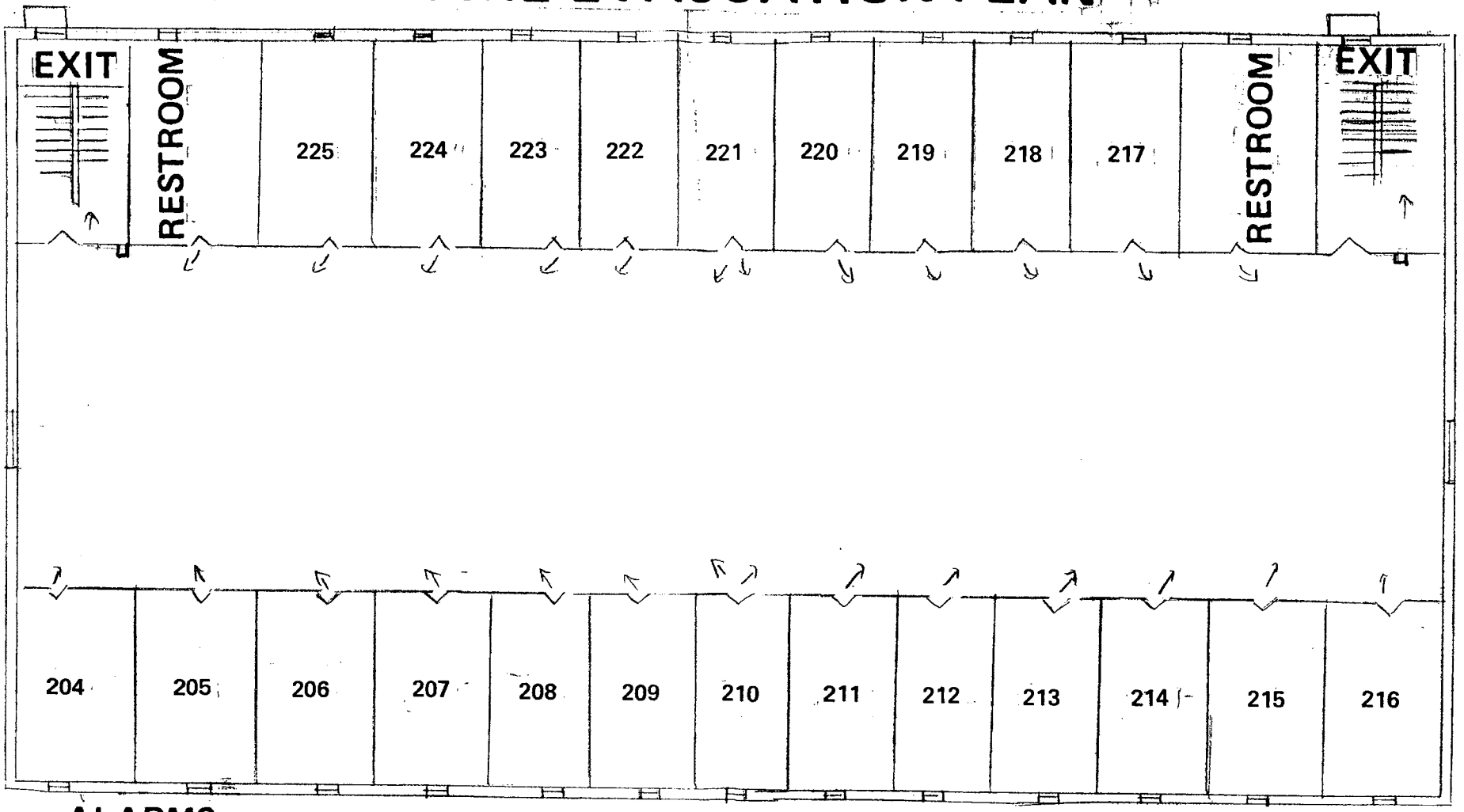
JENKINS HALL — FIRST FLOOR

FIRE EVACUATION PLAN



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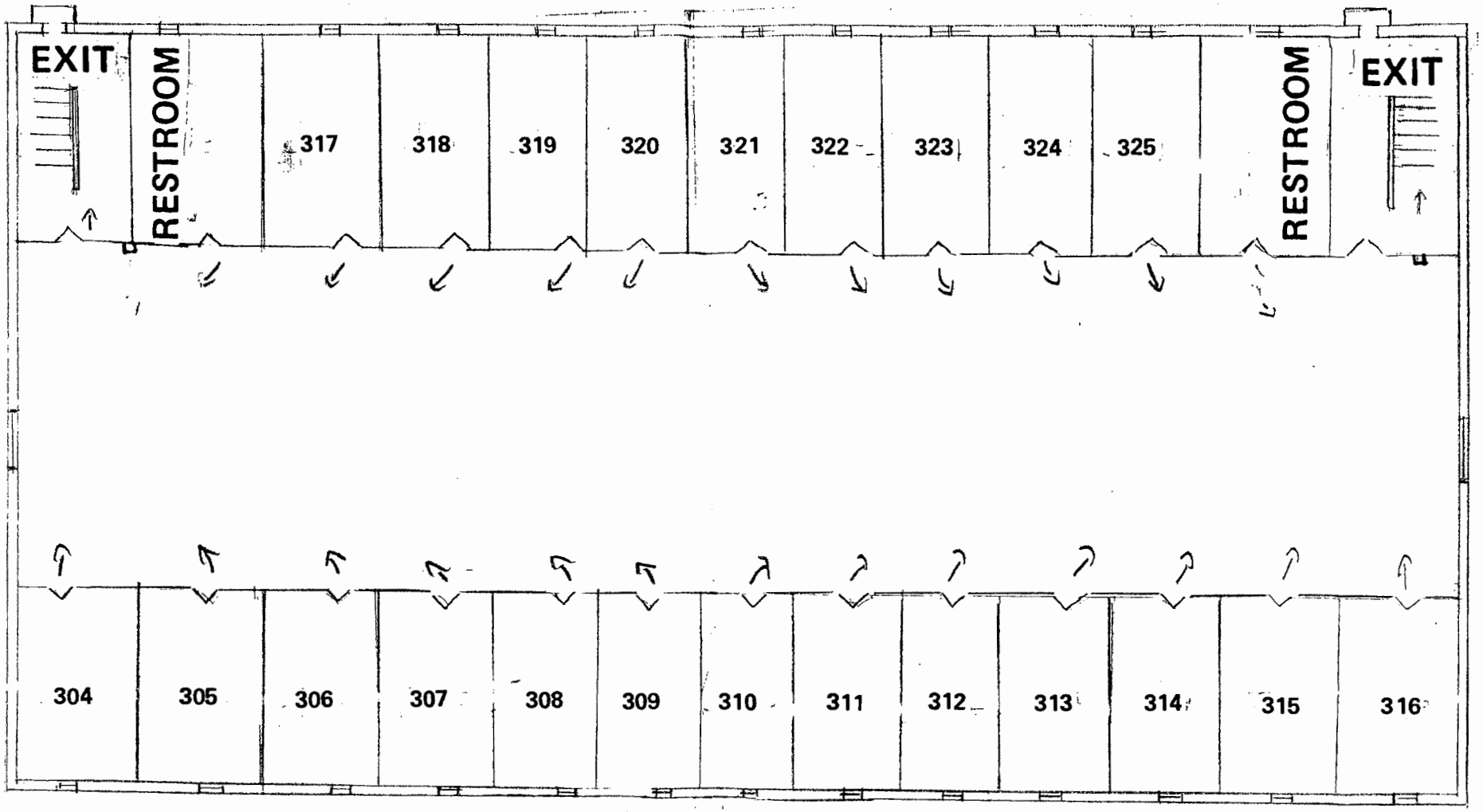
JENKINS HALL - SECOND FLOOR

FIRE EVACUATION PLAN



▫ - ALARMS
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JENKINS HALL — THIRD FLOOR