

SPARTANBURG COMMUNITY COLLEGE

EMERGENCY AND SAFETY PROCEDURES

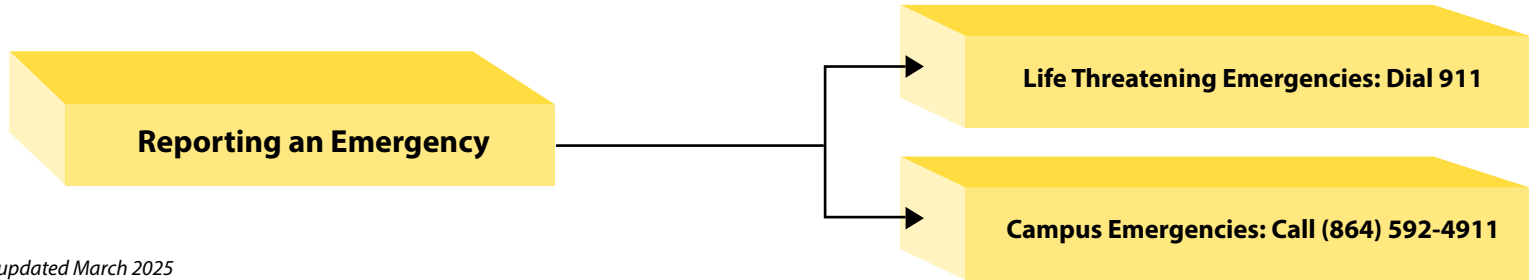


Campus Police 864-592-4911 | [SCCSC.edu/Alerts](https://www.sccsc.edu/alerts)

INTRODUCTION

This quick reference Emergency Response Guide is designed to assist SCC faculty, staff, and students when confronted with on-campus emergencies or other incidents affecting the safety of our campus community. It should be kept in an easily accessible location at all times. For more information, please refer to the Emergency Response Guide, which can be accessed online at www.SCCSC.edu/Alerts.

Please direct comments or questions regarding the contents of this reference guide to SCC Campus Police/Security by dialing 4911 from any campus telephone or (864) 592-4911. Members of the campus community are encouraged to read and familiarize themselves with the contents of this guide before an emergency arises.



** last updated March 2025*

INTRODUCTION



Vehicular Accidents

If you are involved in or witness a vehicle accident on campus:

1. Ensure the scene is safe.
2. **Call 911** immediately if there is a fire, hazardous materials release, or injuries requiring medical attention.
3. Do not move injured persons unless necessary for safety. Provide first aid only if certified to do so.
4. Remain at the scene until Campus Police/Security arrive; encourage involved parties to do the same. If someone leaves, note their vehicle description and license plate.
5. Campus Police/Security will handle further steps, including witness identification, investigation, and notifications.
6. Off-campus accidents involving SCC-owned vehicles should be reported to ***911**, South Carolina Highway Patrol (HP), and Campus Police/Security.

** last updated March 2025*

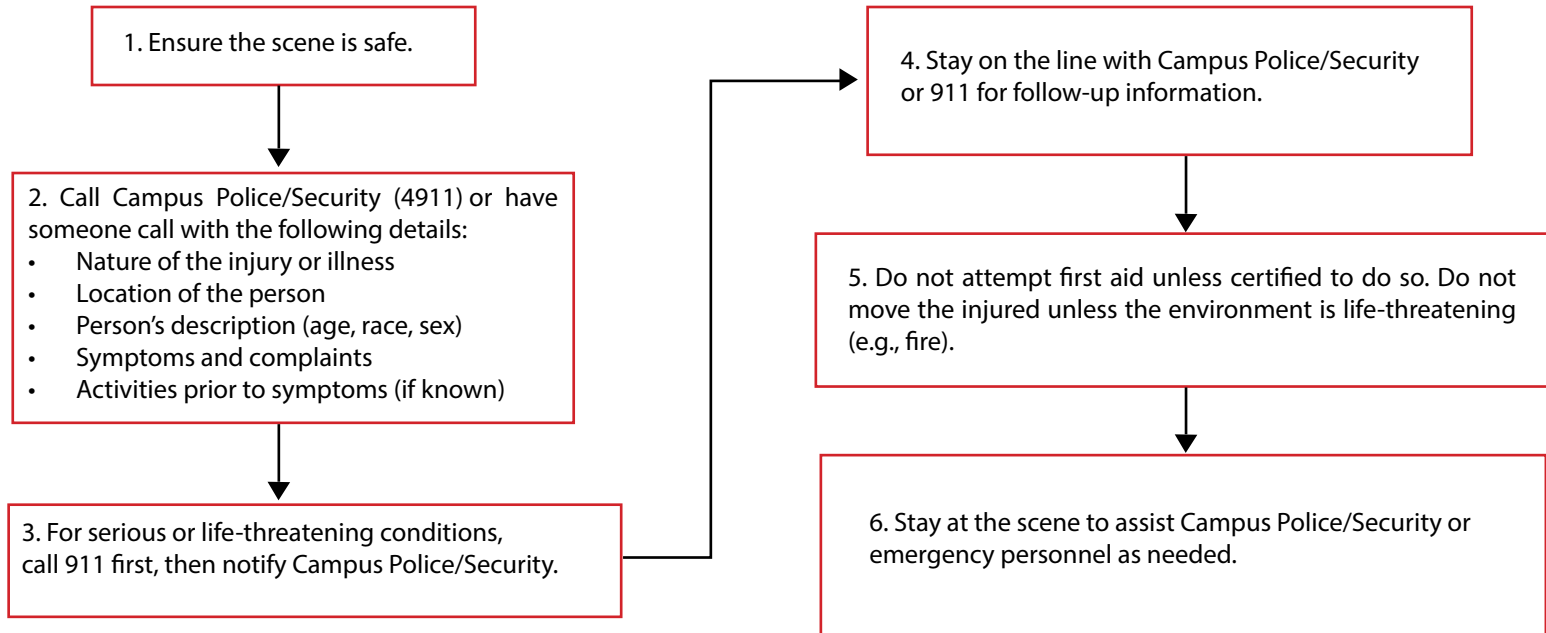
Workplace Accidents

If you are involved in or witness a workplace accident on campus:

1. Ensure the scene is safe.
2. **Call 911** immediately if there is a fire, hazardous materials release, or injuries requiring medical attention.
3. Do not move injured persons unless necessary for safety. Provide first aid only if certified to do so.
4. If the cause of the accident poses an ongoing risk, notify Campus Police/Security and assist as needed.
5. Report workplace injuries to **HR (864-592-4709)** for worker's compensation. If Campus Police/Security responds, they will notify HR.
6. Report damage to college property to the Procurement Director **(864-592-4670)**.
7. Report student-involved accidents to the **Campus Police/Security**.
8. Campus Police/Security will notify the college administration and document the incident within 24 hours. The College will take necessary steps to prevent future accidents.

EMERGENCY FIRST AID

Each emergency first aid situation is unique, so steps may vary. Do not attempt first aid unless certified to do so. All injuries and illnesses requiring medical attention must be reported to emergency responders via 911. For injuries beyond a minor cut or illness, follow these steps:



* last updated March 2025

All College buildings are equipped with clearly marked and illuminated **emergency exit signs**, which show evacuation routes. In some buildings, these signs are always illuminated; in others, they light up when a fire alarm is triggered. The College regularly tests these signs and provides emergency lighting for safe evacuation.

Fire alarm systems are for fires and fire drills only. Other emergency notifications will be made separately. To familiarize everyone with the fire alarm sound and evacuation routes, Campus Police conducts regular unannounced fire drills. It is each employee's responsibility to know the proper **evacuation routes**. Faculty and supervisors are responsible for guiding students and subordinates during drills and emergencies.

Faculty/Supervisor Responsibilities

1. Inform students/subordinates of exit routes and the nearest fire extinguisher location before an emergency.
2. If a fire is small, contained, and you are trained, you may attempt to extinguish it.
3. Instruct students to evacuate calmly and quietly, taking only essential belongings. Assist those with disabilities.
4. Close classroom/office doors (leave unlocked if possible) and turn off lights after evacuating.
5. Ensure students walk, not run, during evacuation.
6. Advise students to use stairs, not elevators, during evacuation.
7. Assemble at least 150 feet away from the building, avoiding fire lanes, hydrants, and streets. Report anyone missing to Campus Police/Security.
8. Remain together and wait for instructions. Campus Police/Security will announce when it is safe to re-enter.
9. Prohibit smoking during evacuation.

If you are trapped:

- Try to access a window and prevent smoke from entering by placing something under the door. Stay low to the floor to avoid smoke inhalation.
- Communicate your location to Campus Police or emergency responders.

Additional Note:

Student Disability Services will gather evacuation preferences from students with disabilities, and faculty/supervisors should designate assistants to help them during evacuations. Students with disabilities should be seated near the door to facilitate evacuation without disrupting their academic needs.

** last updated March 2025*

I. Definition

Workplace violence includes threats, acts of violence, or property damage by employees or others (e.g., students, vendors, visitors, or criminals) on or off campus. It may also cover verbal and non-verbal threats, harassment, intimidation, and disruptive behavior that could lead to harm.

II. Responding to Non-Threatening Disruptive Behavior

To prevent escalation, address disruptive behavior calmly and without personal offense.

Steps include:

- Respond quietly and listen actively.
- Communicate clearly, focusing on areas of agreement.
- Notify supervisors, HR, and/or Campus Police/Security to document the incident.
- If the behavior continues, set limits (e.g., instruct them to lower their voice or leave the area). If they refuse to leave, notify Campus Police/Security.

III. Responding to Threatening Behavior

For threatening behavior, take the following additional steps:

- Remain in a public area and avoid isolation.
- Alert others for assistance and notify Campus Police/Security.
- Find a way to excuse yourself and get help.

IV. Responding to Emergencies: Active Shooter & Violent Incidents

In an active shooter or violent situation, follow these guidelines:

- If you can safely exit the building:
 - Exit immediately, advising others to do the same.
 - Evacuate to a safe area, take cover, and stay there.
 - Call 911 and Campus Police at 4911 or 864-592-4911, providing as much info as possible.

* last updated March 2025



- If you cannot safely exit or are in a “Hard Lockdown”:
 - Go to the nearest room, lock the door, and barricade if possible.
 - Turn off lights, close blinds, and remain silent.
 - See cover, avoid windows/doors, and call 911.
 - If available, activate a silent alarm.
 - Wait for Campus Police/Security or emergency responders.
- As a last resort, neutralize the threat if in imminent danger by using available objects to incapacitate the shooter.
 - Act physically with aggression, use fire extinguishers or chairs as improvised weapons.
 - After incapacitating the shooter, evacuate and seek cover.
 - Call 911 when safe.

Important Notes:

- Gunfire may sound different; assume any popping noise is gunfire.
- Spread out in the room to avoid being an easy target.
- Violent incidents may involve any weapon, not just guns.
- Plan escape routes, including accessible ones for people with disabilities.
- Wait for law enforcement to assist and evacuate.

Response by Local Law Enforcement: Local law enforcement, alongside Campus Police/Security, will manage the situation. After securing the area, law enforcement will collect information from witnesses and secure evidence. Students and staff should comply with instructions and display empty hands when officers arrive.

Bomb Threat

A. Receive the Call:

- Listen carefully and keep the caller talking to gather as much info as possible.
- Note the caller's phone number, location (on or off-campus), and any relevant background details.

B. Notify Campus Police:

- Immediately inform Campus Police/Security without discussing the threat with others.
- Document all details about the bomb threat (e.g., caller's description, bomb location, time, and motive).

C. Assist in Search Efforts:

- If needed, faculty/staff may help identify suspicious items in the targeted area.
- Do not disturb any suspicious objects or use electrical equipment.

D. Evacuate If Instructed:

- Evacuate promptly, assisting anyone with disabilities.
- Avoid elevators and stay at least 500 feet away from the building, out of the way of emergency personnel.

E. Media Questions:

- Direct all media inquiries to the College's Public Information Officer.

F. Return to Building:

- Emergency personnel will notify you when it's safe to return to the building.

Suspicious Letters and Packages

A. If You Receive a Suspicious Package:

- **DO NOT OPEN IT.**
- Isolate the package and cover it if possible.

B. Evacuate the Area:

- Call Campus Police/Security (4911) and provide the item's location.
- Wash your hands with soap and water.

C. Provide Information:

- Inform Campus Police/Security of anyone who may have touched the item.
- Follow their instructions, including possible decontamination procedures.

D. If You Open a Suspicious Item:

- Follow steps B through C immediately after realizing the threat.



Whether it's marches, meetings, picketing, or rallies, most campus demonstrations are peaceful and non-obstructive. However, if they become disruptive or if protests spill over from the community, the following procedures must be followed:

- Any College official or personnel must report any demonstration to Campus Police/Security immediately.
- Campus Police/Security will notify the President, who has the authority to deny the demonstration on campus.
- Demonstrators causing disruption will be informed by Campus Police/Security of the relevant statute and issued an official notice (e.g., trespass or disturbing school). They will be instructed to disperse by a set time.
- If demonstrators do not disperse, Campus Police/Security will consult with the President and local authorities to determine further action.
- Local and state agencies may be called for additional support if needed.
- Demonstrators may be arrested and charged according to the law.
- Campus Police/Security will coordinate with local authorities if an off-campus disturbance affects campus safety or routes.
- The Public Information Officer will communicate details to the media and the College community.
- South Carolina Code of Law (16-17-420) prohibits disturbances on college premises. Violators can face fines of up to \$2,000 or imprisonment for up to one year.

** last updated March 2025*

Psychological Crisis

Psychological crises on campus may involve threats, emotional breakdowns, or substance abuse. The primary responsibility is to notify authorities for professional intervention.

- Notify Campus Police/Security immediately with details about the location, individuals involved, and the behavior observed. If possible, isolate the individual in crisis.
- Campus Police/Security will respond and may involve additional College staff or request outside assistance if needed.
- The individual in crisis may need to be taken into protective custody.
- Support will be provided to impacted employees.
- The College's Public Information Officer will handle all media contact regarding the crisis.

Utility Emergencies

Gas Leaks

- Notify Campus Police/Security (4911) and Campus Operations (4851) immediately if a gas leak is suspected.
- Evacuate the area to a location at least 500 ft. away, without using light switches, fire alarms, or elevators.
- Campus Police/Security will secure the building and coordinate with Campus Operations for repairs.
- The College's Public Information Officer will communicate with college personnel and media.

Power and Water Outages

- Report outages to Campus Operations (4851). Do not ask how or when the outage will be fixed.
- In a power outage:
 - Move to a location with natural light or outside if needed
 - If on upper floors, use stairs.
 - Turn off hazardous equipment in labs or shops.
 - Assist others and avoid elevators.
- Campus Operations will assess the outage and repair if possible or contact utilities.
- The President or designee decides on class cancellations or schedule changes, and the College's Public Information Officer will inform the community.

Severe Weather

Severe Thunderstorms

- Campus Police/Security monitor “watch” and “warning” alerts.
- If a storm poses a threat, activate the Emergency Response Communication Sequence and alert those outside.
- Seek shelter in hallways or enclosed classrooms; avoid windows. If outside, seek the nearest safe building.
- Report injuries or damage to Campus Police/Security.

Tornadoes, Hurricanes, Tropical Storms

- Follow similar protocols to thunderstorms, but warning periods may be shorter and damage more severe.
- If inside during a tornado, stay away from windows, move to an interior room, crouch low, and assist those with disabilities.
- If outside, find shelter, avoid cars, and lie flat in a low area if there’s no shelter.
- Report injuries or damage to Campus Police/Security.

Winter Storms

- Campus Police/Security monitor weather and road conditions.
- The President or designee decides on class cancellations or delays.
- The College’s Public Information Officer communicates closure information to the media.

Floods

- Campus Police/Security monitor flooding risks and coordinate with the Public Information Officer.
- If flooding threatens safety, evacuate buildings or move to safe areas as instructed by Campus Police/Security.
- Avoid flood-prone areas and assist with securing vital equipment.
- Report hazardous materials in floodwaters to Campus Police/ Security.
- If evacuating due to flooding, leave early to avoid being trapped.

Earthquakes

- **Inside:** Take cover under a table/desk or in a doorway. Stay away from windows, overhead fixtures, and electrical equipment. If no cover is available, kneel against an interior wall.
- **Outside:** Move to an open area away from buildings, trees, and powerlines.
- **In a Vehicle:** Stop in an open area and remain inside until the shaking stops. Avoid parking or driving under bridges/overpasses.
- **Aftershocks:** Be cautious, assist others if safe, and report injured individuals to Campus Police/Security. Do not move injured persons unless life-threatening.
- **Post-Earthquake:** Open doors carefully, avoid elevators, and stay outside. Re-enter buildings only when cleared by emergency personnel.
- **The College’s Emergency Management Team** will manage post-quake operations and coordinate with external responders.