

SOUTHERN  
WESLEYAN  
UNIVERSITY

# Emergency Guidebook

# EMERGENCY SHELTER AREAS

When severe weather, tornado or other emergency requires that building occupants seek shelter the following areas are designated as shelter areas. Individuals in outdoor areas including, but not limited to parking lots, sport venues, amphitheater should utilize listed shelter location in nearest accessible building.

Admissions/Clayton Welcome Center	Basement away from doors/windows
Alumni Center/Terry Annex	Hallway, away from doors/windows
Apartments	Interior bathrooms - close doors, keep away from glass. Go to lower level apartments if possible. Move to Mullinax if sufficient warning is provided.
Brower and Gibson	First floor hallways away from doors/windows
Bryant Lodge	Restrooms
Campus Life Center	Lower level away from windows/doors. Utilize sub-basement area if accessible. If sufficient warning is given, move to Founders' Hall. Blue Hill, Warrior grill, and campus store areas are not appropriate shelters due to span roofs

**CONTINUED** 

**Emergency Shelter  
Areas**

Childs Hall	Basement hallway away from doors, laundry room, and alcove
Correll Hall/Administration	Lower level basement hallways away from doors and windows. Interior offices.
Criminal Justice Laboratory	Basement away from doors/windows
Dining Commons/Founders Hall	Lower level restrooms, storage areas, hallway away from doors/windows
Eagles Rest Conference Center	First floor hallways and interior bathrooms
Ellenburg Hall	Brower and Gibson Classroom Building first floor hallways
Evatt House	Basement. Interior rooms away from windows.
Folger	Lower level basement hallway
Library	Lower level basement hallway. Main level restrooms if lower level inaccessible
Maintenance Building	Building interior away from doors/windows. If sufficient warning is given, move to Mullinax.
Mullinax Hall	Basement hallway and interior rooms (laundry, lounge)
Newby Education Building	Main hallway, away from doors/windows

**CONTINUED** 

Newton Hobson Chapel and Fine Arts Center	Lower level hallways
Nicholson-Mitchell Christian Ministry Center/ALIVE Chapel	Lower level hallways away from doors/windows
School of Business	Building interior away from doors/windows. If sufficient warning is given, move to Newby.
Stuart Bennett Hall	Lower level basement hallways away from doors and windows. Lower level interior areas. First floor hallways (not lobby).
Terry Hall	Center lobby area away from doors/windows
Tysinger Gymnasium	Gymnasium side restrooms and locker rooms. Court area is not an appropriate shelter due to span roofs.
West Residence Hall	Lower level hallways away from doors/windows.

# EVACUATION

## BUILDING EVACUATION

- All occupants of the building shall immediately leave the building when the evacuation alarm/notice is given.
- Walk to the nearest exit; do not run. Alert others to do the same.
- Do not use elevators.
- Assist the handicapped or injured in exiting the building while asking them of their preferred method of moving and/or assisting them.
- Pound on doors as you leave the building and alert occupants of evacuation.
- Once outside the building proceed to the designated safe areas at least 500 feet away from the affected building. Keep street, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Remain in the safe area with the other occupants until university officials can account for all students and personnel from the affected building.
- Do not reenter the affected building when alarms are silenced. Wait outside until the “all clear” signal is given by a university official. There is always the possibility that alarms may be silenced by electrical failure and danger may still exist within the building.
- All persons evacuated shall remain in the safe area unless relocated to another building or designated safe area.

**CONTINUED** 

**Evacuation**

## **CAMPUS EVACUATION**

- Remain in the designated safe area until instructions are provided.
  - If occupants are instructed to move to an evacuation site they should respond only to the directions of the Campus Safety and other emergency personnel (police, EMT's, firefighters, etc.).
  - If the campus evacuation is to be by vehicle, university emergency personnel shall activate university vehicles to assist with the evacuation process. University or designated emergency vehicles shall load persons from the designated safe areas in each building. Persons should not leave the safe areas unless instructed to do so by emergency personnel.
  - If the campus is evacuated, drivers of emergency transit vehicles will be informed of the designated location of an emergency shelter for relocation of all university personnel. Once relocated, university personnel and students should stay with their groups and not leave the area.
  - Do not return to the campus until instructed to do so by the Emergency Response Team or other authorities.
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# EVACUATION OF PERSONS WITH DISABILITIES

If you anticipate needing evacuation assistance during an emergency, pre-plan by contacting Disability Services at (864) 644-5036. Faculty and staff who anticipate needing assistance may contact Human Resources at (864) 644-5004. Be prepared to communicate to others as to how they can provide assistance. Establish a personal network that can provide assistance in case of emergency.

## **ASSISTING PERSONS WITH VISION LIMITATIONS**

- Communicate the nature of emergency and the location if relevant.
- Offer your arm to assist with guiding the individual.
- Communicate verbally by providing details about where you are going and any obstacles.
- Once at a safe location, orient the individual to the location and inquire if further assistance is needed before leaving.

## **ASSISTING PERSONS WITH HEARING LIMITATIONS**

- Alert individual by turning the lights on/off or waving your arms to gain their attention.
- Indicate directions with gestures or write a note with evacuation instructions.

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## **ASSISTING PERSONS WITH MOBILITY LIMITATIONS**

- Non-ambulatory persons' needs and preferences vary widely and therefore require you to ask them how they would like to be assisted.
  - Individuals who use wheelchairs may choose to evacuate themselves from the ground floor with minimal assistance.
  - If debris is present, it may be necessary to clear a path to the exit.
  - If there is no imminent danger, the person may choose to remain in the building or to be directed to an Area of Refuge (stairwell) until emergency personnel arrive.
  - If danger is imminent, use a sturdy chair to move the person, or help carry the person to safety using a carry technique, or, if available, use an evacuation chair.
  - If danger is imminent and the individual does not wish to be removed from his or her wheelchair, direct the person to the nearest Area of Refuge (stairwell) and notify emergency personnel immediately. While staying in place, the wheelchair user should keep in contact with 911 and report pertinent information including the location.
  - Wheelchairs may be too heavy to carry down stairs. If the person wishes to be carried down the stairs without the wheelchair, consult with him or her on the best carry options, e.g., two-person cradle carry, office chair evacuation, or, if available, an evacuation chair.
  - Return any mobility aids or devices to the person as soon as possible.
  - Notify emergency personnel immediately about any individuals remaining in the building and their locations.
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# SHELTER IN PLACE SECURE IN PLACE

## **SHELTER IN PLACE**

In the event of dangerous environmental conditions (e.g. chemical, biological, radiological contaminants), not including violent threats, a shelter in place order may be given:

- Stay inside unless it becomes dangerous to do so. Move to the designated shelter area for the building.
- If you are outside, take shelter in the nearest building.
- Close and secure all doors and windows.
- Report unusual activity to Campus Safety (864-508-0107) or 911.
- Remain in place until the all clear or further instructions are given by SWUALERT, Campus Safety, or emergency responders.

## **SECURE IN PLACE**

In the event of an immediate or potential violent threat, a secure in place order may be given:

- Stay inside unless it becomes dangerous to do so.
- If you are outside, proceed to the nearest accessible building.
- Proceed to a securable area within the building if possible.
- Close and secure all doors and windows. Barricade if possible.
- Pull shades or blinds and turn off lights.

**CONTINUED** 

**Shelter in Place  
Secure in Place**

- Use discretion in allowing anyone inside a secure area. Perform a visual check of the individual's clothing by having them open outer garments. Require all bags to be left outside before allowing entry.
  - Report unusual activity to Campus Safety (864-508-0107) or 911.
  - Remain in place until the all clear or further instructions are given by SWUALERT, Campus Safety, or emergency responders.
  - The dynamics of a situation may require additional action to be taken to preserve life. See also "Active Shooter"
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# ACTIVE SHOOTER

## AWARENESS

- Always be aware of your environment and any possible dangers.
- Try to note at least two of the nearest exits in any building or other area you visit.
- You should also know the building name and, if possible, the address.

## INDIVIDUAL RESPONSE

- Active shooter situations are dynamic, meaning that the nature of the incident is constantly evolving and no two incidents will ever be exactly the same.
- These options are not to be considered as a linear progression or chronological ordering. Any of the below options are on the table at a given time depending on dynamics of the situation at hand.
- Be prepared to assist others in reacting during an incident.

### Secure:

- If it is not safe to evacuate, proceed to the closest securable area and lock all doors.
- If doors cannot be locked, barricade them with available items (e.g. rope, desks, chairs, bookshelves, belt, electrical cords, etc.).
- Once the doors are secured, remain silent and hide.
- Turn off lights and silence any cell phones or other devices.
- Seek alternate escape routes such as windows.
- Be prepared to counter the attacker if the door is breached.

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**Active Shooter**

**Alert:**

- Call 911 as soon as it is safe to do so.
- Alert others of the danger as you evacuate.
- When calling 911, provide your location, the location of the shooter(s), number of shooters, a description of the shooter(s), number and type of weapons, and the number of victims.

**Fight:**

- Counter the shooter only as a last resort, when your life is in immediate danger and other options have been exhausted. This will rarely be the best option during an incident.
- Do not attempt to counter an intruder who is not actively harming people (e.g. holding hostages, threatening suicide).
- Your goal is to incapacitate the shooter- this requires complete mental and physical commitment. Aggressively swarm the shooter to secure his/her arms and legs before taking them to the ground.
- The shooter can also be temporarily distracted by screaming and throwing objects at his/her head/face area.
- If the attacker loses control of a firearm, immediately secure it in a trashcan or similar container and ensure that the attacker does not have access to it. If you must evacuate with the firearm, bear hug the trashcan and keep your hands visible. Never evacuate with a visible firearm, as you will likely be shot by responding officers.

**Evacuate:**

- Whenever possible, evacuate. Have at least two escape routes in mind in any building you occupy. If the route is clear, you may evacuate to a safer location and encourage others to do the same.

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- Leave personal items behind.
  - Keep your hands raised and visible as you evacuate and avoid quick movements.
  - Remain calm and follow the directions of any first responders and remember that their primary focus will be on ensuring that the shooter is incapacitated before rendering aid to victims.
  - Do not yell, ask questions, or otherwise distract responding officers. Do not be alarmed if you are yelled at and/or handcuffed.
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# BOMB THREAT

If you receive a bomb threat by telephone:

- Listen carefully for all details and instructions by the perpetrator.
- Try to keep the caller on the line as long as possible.
- Pay special attention to the time of the call, age and sex of caller, speech patterns, emotional state and any background noises. Complete the attached checklist if possible.
- Do not hang up, even if the caller does.
- Call 911 and Campus Safety immediately.
- Campus Safety and law enforcement will evaluate the threat to determine whether the building(s) should be evacuated.
- If there is an immediate danger, evacuate the building(s) immediately.
- Initial evacuation distance should be 300 feet, though you may receive instructions to evacuate further.
- While evacuation procedures are similar to fire alarm evacuations, the evacuation route and rally point for a bomb threat may vary and should be as far from the suspected bomb as possible.

**Bomb Threat**

# CHEMICAL SPILL

- Immediately report any hazardous chemical spill to the Physical Plant, Campus Safety, or other university official.
- Provide the nature of the spill, the materials involved and the location of the spill.
- The Physical Plant or university official will contact the appropriate emergency agency to assist with the chemical emergency.
- Evacuate the affected area at once and seal it off to prevent further contamination of other persons or areas.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the area and wait for emergency personnel to arrive.
- Anyone contaminated by the spill should take immediate steps to follow emergency procedures regarding eyewash or emergency shower procedures.
- Specialized first aid or clean up should be initiated only under the supervision of trained personnel or authorities.

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<b>Chemical Spill</b>
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# EARTHQUAKE

- Move immediately to hallways, doorways or other areas free from falling debris or glass.
- Stay close to floor and cover upper body and head with cover to shield yourself from falling debris.
- Avoid areas with wide span roofs such as auditoriums and gymnasiums.
- Remain in sheltered position until all clear is sounded.
- If outdoors, move quickly away from buildings, power lines and other structures.
- Avoid power lines and utility lines that may fall around you.

**Earthquake**



# EXPLOSION

- Take cover under tables, desks and other heavy objects to provide protection from falling debris and glass.
- Evacuate the building if safe to do so.
- If practical, activate the fire alarm and follow procedures for the evacuation of the building to designated safe areas.
- Call 911 and Campus Safety (864-508-0107)
- Remain in the safe area until instructed otherwise.

**Explosion**

# FIRE

In case of fire, evacuate the building by way of the marked exits and designated routes. The entire building must be vacated during any fire alarm. At the sound of the fire alarm all occupants should:

- Leave room with lights turned on.
- Leave door unlocked and closed.
- Do not use elevators.
- As you exit building, alert other occupants to the evacuation. If safe to do so, activate the nearest fire alarm.
- Leave the building through the nearest exits and call 911.
- In the case of heavy smoke crawl on the floor towards an exit.
- Before opening a closed door, feel it with the back of your hand to determine if there is fire on the other side.
- If you are trapped in a room, keep door closed and place towels, blankets, or clothing across cracks in doors at floor or ceilings to keep smoke out of room. If there is a window available, hang an article of clothing outside the window as a marker for emergency workers. Shout at regular intervals to alert emergency crews but do not panic.
- Once clear of the building go to designated safe areas clear of the building.
- Remain with groups designated by department, floors, roommates and resident assistants.
- Remain in designated area at least 50 feet from the building until all clear is given and you are instructed to return to the building.
- Fire extinguishers should only be utilized for small waste paper basket sized fires.

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<b>Fire</b>
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# FIRST AID

The campus nurse may be contacted for minor injuries or illness.

If serious emergency injury or illness occurs:

- Check breathing and give artificial respiration if necessary.
- Have someone call 911 then contact Campus Safety (864-508-0107) and the university nurse. If bystanders are available, have someone meet EMS at Wesleyan Drive or another appropriate location to guide them to the scene.
- Give your name, address, location and nature of the emergency to the 911 operator, Campus Safety, and the nurse.
- Do not move the victim.
- Ask the victim, “What is wrong?” or “Where do you hurt?” or “Are you okay?”
- Control serious bleeding by direct pressure on the wound. Use infection control techniques such as gloves, etc. as much as possible.
- Keep victim still and comfortable until medical help arrives.
- When medical assistance arrives give them all information you have about the victim.

# HOSTAGE SITUATION

## **If you become aware of a hostage situation:**

- Call 911 and be prepared to provide any details about the suspect(s), hostages, weapons involved, etc.

## **If you are taken hostage:**

- Avoid drastic action and do not draw attention to yourself.
- Be alert and stay alive.
- Do not speak unless spoken to.
- Avoid appearing hostile or agitated.
- Treat the captor with respect.
- Try to rest
- Avoid speculation.
- Comply with instructions as best as you can.
- Avoid arguments
- Stay low to the ground and away from windows.

## **During a rescue:**

- Drop to the floor and remain still
- Follow all instructions of law enforcement. You may be handcuffed, so do not resist.

# INTOXICATED PERSONS

If a faculty/staff member or student exhibits signs of impairment due to the influence of drugs or alcohol:

- Treat the situation as a health issue and potential emergency situation. In some cases, medical issues may be mistaken for substance impairment, so do not make assumptions.
- Notify Campus Safety and EMS immediately if the individual is significantly impaired.
- During business hours, also notify Counseling and Health Services.
- The individual suspected to be impaired should be encouraged to seek medical attention. If the individual declines, EMS will make a determination as to whether or not the individual is capable of making such a decision. The patient is responsible for any medical costs incurred.
- An individual suspected to be under the influence should not be transported to a medical facility by any member of faculty/staff in lieu of medical transport.
- If the individual is not transported by EMS and lives off campus, arrangements may be made for a responsible and sober adult (not faculty/staff) to take responsibility for the individual.
- If the individual is a residential student, Residence Life should be contacted to ensure that the individual safely returns to their living quarters. Residence Life should designate someone to conduct a regular check on the individual every 15-30 minutes as long as they continue to exhibit signs of impairment.
- If an individual presents an immediate danger to themselves or others, the Central Police Department should be contacted immediately. If a crime is occurring or has been committed, the Central Police Department should be contacted as soon as practicable.
- Follow-up should be conducted by Counseling and Health Services and Student Life or Human Resources to address counseling needs and code of conduct implications respectively.

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<b>Intoxicated Persons</b>
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# NUCLEAR, BIOLOGICAL, CHEMICAL EMERGENCY

- If the university is notified of a nuclear, chemical, or biological emergency, follow shelter in place procedures.
- Remain in the designated safe area until authorized to leave by emergency personnel or an evacuation order is given.
- If contamination is present persons will be instructed regarding the appropriate procedures by the community emergency authority designated for such purposes.

# SEXUAL ASSAULT

- Do not change clothing
- Do not shower, douche, or use toilet prior to a medical exam
- Do not apply medication to injuries if possible
- Do not disturb anything in the area where the incident occurred
- Do not eat, drink, or chew gum
- Get medical attention as soon as possible. Call 911 or go to a local hospital.
- Formal complaints may be made with Campus Safety (864-508-0107), law enforcement (911), and/or the Title IX office (864-644-5004).
- Confidential resources include the office of Spiritual Life (864-644-5432) and the Counseling and Health Center (864-644-5131).
- Pickens County Advocacy Center provides 24 resources to survivors of sexual assault. They can be reached at: 864-442-5500 (24 hour crisis hotline) or 864-722-5353 (Clemson Office).

# SUSPICIOUS/CRIMINAL BEHAVIOR

If you witness a crime or suspicious activity:

- Report the incident as quickly as possible to Campus Safety (864-508-0107) or, in case of emergency, to law enforcement (911).
- Provide the nature of the incident, time, location, descriptions of persons involved, description of the sequence of events, and descriptions of any vehicles involved including license numbers.
- When Campus Safety or law enforcement arrives, assist them by providing all information you may have to assist them in their work.



# SUSPICIOUS PACKAGE

If you observe a suspicious object, package, book bag or potential bomb on campus:

- Do not handle or move the object.
- Do not allow anyone to approach or touch the suspicious package or suspected bomb.
- Do not use electronic devices such as cell phones or radios in the area.
- Clear the area and notify Campus Safety (864-508-0107) and law enforcement officials (911) immediately.
- If you come into contact with powder or liquid from a suspicious package, avoid touching your eyes, nose, or mouth. Wash your hands immediately with soap and hot water.

# SUICIDE

## **SUICIDE THREATS (NO ATTEMPT)**

- If any individual expresses suicidal ideations, it should be reported to Counseling and Health Services (864-644-5135).
- If the threat is immediate or after hours, call 911 and Campus Safety (864-508-0107) immediately.

## **SUICIDE ATTEMPT**

- Call 911 and Campus Safety (864-508-0107)
- Do not touch anything or enter the area except to render first aid
- Secure the immediate area
- Establish an outside perimeter placing a staff member in charge until Campus Safety or external first responders arrive. No one other than first responders should enter the area.
- Students are to remain in rooms until instructed otherwise
- Students, faculty, and staff should NOT make any phone calls at this time until parents and/or guardians have been notified by University officials.

## **SUICIDE**

- Call 911 and Campus Safety (864-508-0107)
- Do not touch anything
- Secure the immediate area
- Establish an outside perimeter placing a staff member in charge until Campus Safety or external first responders arrive. No one other than first responders should enter the area.
- Students are to remain in rooms until instructed otherwise
- Students, faculty, and staff should NOT make any phone calls at this time until parents and/or guardians have been notified by University officials.

# TORNADO

## **TORNADO WATCH**

Indicates that tornadoes and severe thunderstorms are possible in the area. During a tornado watch all personnel shall be alert for further reports and prepare to implement emergency procedures.

## **TORNADO WARNING**

Indicates that a tornado has been sighted in a specific area. All personnel should implement emergency procedures and alert other personnel and students of danger. Emergency shelter procedures should be implemented:

- Move to bottom level, interior hallways or other areas that are free from windows or glass.
- If possible, move to designated emergency shelter areas.
- Stay close to floor and walls. Cover your body and head with blankets or other materials to shield yourself from debris and glass.
- Avoid top floor, food service areas, auditoriums, gymnasiums, or other areas with wide span roofs.
- Remain in shelter area until “all clear signal” is sounded or notified by emergency personnel.
- Report any injuries to supervisor, Campus Safety or 9-911.
- If no shelter is nearby lie flat in the nearest ditch, ravine or culvert with your hands shielding your head.

## **RESIDENCE HALL PROCEDURES**

- Resident Directors should take steps to be aware of weather conditions at all times that may prove to be threatening to the safety of the residents.
- In the case of a severe weather or tornado watch, Resident Assistants should be notified of the weather condition and should be prepared to notify residents of an upgrade to tornado warning and evacuate the building to the designated safe areas.
- When a tornado warning is issued, the Resident Director should notify Resident Assistants to evacuate the residents to the safe shelter areas. Do not activate the fire alarm.
- The Resident Assistant should check each room and close the door behind them making sure that all residents have left the room.
- When residents reach the safe shelter area the Resident Assistant shall conduct a roll call.
- Residents may return to their rooms when the tornado warning is lifted or when instructed to do so by the Resident Director.
- At least one announced tornado drill should be conducted in each residence hall annually prior to the tornado season. An evaluation of the tornado drill shall be completed by the Resident Directors and Vice President for Student Life.

# UTILITY/SYSTEMS FAILURE

## ELECTRICAL

- Remain calm
- Designate one person in your area to notify the Physical Plant (864-644-5663). If the outage occurs after hours, contact Campus Safety (864-508-0107) and on-call Physical Plant personnel (864-952-7087).
- After initial notification, keep all phone lines clear unless there is an emergency.
- Cease conducting any potentially hazardous activities (e.g. lab work).
- If safe to do so, shelter in place until you receive further instructions.
- If sheltering in place, open window shades and doors to increase natural light if possible. Alternate light sources such as flashlights may be used, however, candles or other open flames are not permissible.
- To reduce the possibility of damage, unplug any electronic devices.
- If the area is not safe, move to the nearest shelter area taking special care to avoid slips, trips, or falls.
- If safe to do so, secure any hazardous or sensitive materials before leaving the area.
- If you encounter a downed power line, keep yourself and others away from the area and immediately contact 911 followed by Campus Safety (864-508-0107).
- If someone is trapped by a downed line, advise them to remain calm and stay in place. Do not attempt a rescue under any circumstances.

## PLUMBING

- Disconnect any electrical appliances in immediate area and notify building supervisor, resident director, campus security and the Physical Plant.
- In cases of significant plumbing failure, notify Physical Plant personnel immediately.

## GAS LEAK

- Cease all operations and leave area.
- Do not turn on lights or electrical equipment or douse open flames.
- Notify building supervisor, resident director and the Physical Plant immediately then vacate area. In an emergency notify 911, Fort Hill Natural Gas Authority, and Campus Safety.

## STEAM LINE FAILURE

- Notify Physical Plant personnel.
- Evacuate the area until the all clear is given.

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## **VENTILATION**

- If odors such as smoke or burning materials such as plastic should come from ventilation systems, immediately notify building supervisor, resident director and the Physical Plant.
- Cease all operations and evacuate the affected area.

## **ELEVATOR**

- Do not panic.
- Use the emergency button or a cell phone to call for assistance. Yell for assistance if both options are unavailable or nonfunctional.
- Do not attempt to force open the door or climb out of the elevator.
- Relax and wait for assistance.

## **UTILITY EMERGENCY CONTACT NUMBERS**

**Electric Utility:** Duke Power (800) 769-3766

**Gas Utility:** Fort Hill Natural Gas Authority (800) 573-5556

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