



Aiken Technical College

Emergency Operations Plan

2019

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AIKEN TECHNICAL COLLEGE

Emergency Operations Plan – Policy Statement

The Emergency Operations Plan (EOP) of Aiken Technical College (ATC) is dedicated to providing a safe environment for all faculty, staff, students, and visitors. The EOP is designed to identify operating procedures and practices that will protect lives and property, provide organized and safe response actions, and effectively use ATC's resources in the event of a major emergency and/or disaster.

The EOP for ATC is not all-inclusive and contains only general guidelines. These guidelines are intended to provide a clear understanding of ATC's Emergency Operations response procedures. It covers individual and team functions, protocol, and organizational structure in an emergency situation.

It is the policy of ATC that no undue risks are taken in the execution of the EOP. ATC will engage in all appropriate actions necessary to prevent conditions that could result in harm to life and property. Faculty and staff must use sound judgment in each situation.

A safe campus can only be achieved through the cooperation of our campus community as a whole which includes faculty, staff, students, visitors and emergency responders. Upon activation of the plan, local authorities in conjunction with the ATC Campus Security Office will be contacted for support and guidance. No one plan can fit every situation; however, when a plan is in place, faculty, staff, students, security and emergency responders will be able to work more efficiently and effectively.

This EOP is a living document. It must be continually evaluated for effectiveness in the areas of Mitigation, Prevention, Preparedness, Response, and Recovery. Documenting all actions taken during and after an event helps in identifying the strengths and weaknesses of a plan and assists in the revision process. The EOP will be reviewed annually and revised as needed.

AIKEN TECHNICAL COLLEGE

EMERGENCY OPERATIONS PLAN

MissionStatement

The goal for Aiken Technical College and its Emergency Operations Plan is to provide a safe environment for faculty, staff, students and visitors. The college is dedicated to maintaining a high state of readiness in order to protect lives, protect property, execute well-organized and safe response procedures, and to maximize college resources in the event of an emergency or disaster.

Purpose

The purpose of the plan is to establish procedures in the event of an emergency or disaster when declared by the Governor of South Carolina, the Sheriff of Aiken County, or the President of the College. These procedures will identify actions that shall be followed during a declaration of emergency or disaster.

Activation

The following personnel (or designees) may declare activation of the Emergency Operations Plan:

1. Governor of the State of South Carolina or his/her designee: Activates supplemental parts of this plan in the event of a natural disaster or major emergency.
2. Aiken County Administrator or his/her designee: Activates supplemental parts of this plan in an event of a disaster or emergency that affects the safety of citizens, faculty, staff, students, and/or destruction of property or as directed by the Governor.
3. President of Aiken Technical College or his/her designee: Activates this plan in the event of a disaster or emergency that affects the safety of faculty, staff, students, and/or destruction of college property.

Press Releases

The Vice President of Academic and Student Affairs serves as the primary spokesperson for the college and will handle all communications with the press regarding campus emergencies. No other employee of the college except the primary or secondary spokesperson is permitted to make statements to the news media, without the approval of the campus President.

Revisions/Updates

The Emergency Operations Plan will be reviewed and revised annually to maintain up-to-date and current information. Updates throughout the year will be posted to the EOP which is under Campus Security on the Aiken Technical College website.

Emergency Responsibilities

The Emergency Response Team members are core campus personnel that depending on the nature of the crisis and/or emergency at hand will remain on campus to assist Emergency Responders in carrying out emergency response by assisting responding agencies in assembling and deploying resources, distribution of information, as well as assisting as the needs arise.

The Emergency Response Team will consist of two groups of key personnel from each building on campus. In an event of the activation of the Emergency Operations Plan, this team will rally at the ATC Security Building 650/Command Post if the emergency or disaster allows.

Primary Emergency Response Team

The Primary Emergency Response Team will remain on campus to assist responding agencies in assembling and deploying resources, distribution of information, as well as assisting as the needs arise, depending on the nature of the crisis and/or emergency at hand.

Secondary Emergency Response Team

The Secondary Emergency Response Team members are campus personnel that will assist the Primary ERT if their academic schedule permits, keeping in mind their own safety.

Building Managers

Building Managers serve as a point of contact for each building in case of emergencies. Building Managers are responsible for assisting with the dissemination of information, directing the orderly evacuation of personnel when necessary; while keeping in mind their own safety.

Faculty and Staff

During an emergency or disaster, faculty and staff may be called upon for assistance such as conducting student head counts, identification checks, or other activities as deemed necessary by the President of the College or his/her designee.

Sheriff's Office Resident Deputy on Campus

During an emergency or disaster, the ACSO Resident Deputy is responsible for contacting the proper entities for assistance, responding and establishing Incident Command.

Contract Security Officers

During an emergency or disaster, Contract Security Officers are responsible for providing emergency assistance, in a support capacity, as directed.

DISSEMINATION OF INFORMATION

The information contained within the Aiken Technical College Emergency Operations Plan is located in the following offices/areas.

Office/Area

President
Vice-President of Administration
Vice President of Institutional Effectiveness and Accreditation
Vice President of Academics and Student Affairs
Director of Human Resources
Director of Marketing and Public Relations
Director of Facilities and Operations
Director of Procurement
Campus Security Building (3 copies)

Updates throughout the year will be posted to the EOP on the ATC's website.

Refresher seminars will be conducted via college-wide meetings.

Information necessitating additional training will be conducted departmentally.

EMERGENCY COMMAND CENTER

Campus Security Building 650, located on the southern perimeter road of the campus between parking area five and seven, is designated as the Emergency Command Center for all campus emergencies.

The Campus Security building has phones and computers to effectively communicate with local and state agencies (South Carolina Law Enforcement Division – SLED, Aiken County Emergency Management Services, Aiken County Sheriff's Office, Burnettown Police Department, SC Highway Patrol, Langley Fire Department, and The Federal Bureau of Investigations – FBI).

EMERGENCY COMMUNICATION PLAN

In the event of an emergency requiring emergency communication, faculty, staff and students will be notified via:

1. Mass Emergency Notification System
2. Campus E-mail (Employee Email and Student Email)
3. Emergency Personnel (Building Managers, Emergency Response Team, Security Officers, Aiken County Sheriff's Officers)

EMERGENCY RESOURCE CONTACT NUMBERS

Aiken County Sheriff's Office	911
Non-Emergency Line	803-642-1761
Aiken Department of Public Safety	803-642-7620
Burnettown Police Department	803-593-2100
Aiken Emergency Management (EMA)	803-642-1623 or 911 803-642-1624
Emergency Services (EMS)	911
Forest Fire Reporting	800-663-5555, or 911
Langley Fire Department	803-593-5505, if no answer dial 911
Poison Control Center (Nationwide)	800-222-1222
SC Highway Patrol	803-641-7655
SLED	803-737-9000

Utility Company Name and Phone Numbers Servicing Aiken Technical College

Breezy Hill Water & Sewer Company Inc.

Main Number 8a-5p	803-663-6455
After hours toll free	866-787-0981

South Carolina Electric & Gas (SCE&G)

24 hour/day Emergency Line 888-333-4465

Customer Service 24 hour/day regular call center 800-251-7234

Emergency Response Team

The Emergency Response Team will consist of two groups of key personnel from each building on campus.

The Primary Emergency Response Team members are core campus personnel that, depending on the nature of the crisis and/or emergency at hand, will remain on campus to assist responding agencies in assembling and deploying resources, distribution of information, as well as assisting as the needs arise.

- Primary Emergency Response Team:
 - a. Dr. Forest Mahan, President
 - b. Andy Jordan, Vice President of Administrative Services
 - c. Dr. Gemma Frock, Vice President of Institutional Effectiveness and Accreditation
 - d. Dr. Vinson Burdette, Vice President of Academic and Student Affairs
 - e. Sylvia Byrd, Director of Human Resources
 - f. Nikasha Dicks, Director of Marketing and Public Relations
 - g. Kevin McCarthy, Director of Facilities and Operations
 - h. Toni Marshall, Director of Procurement

President of the College

During an emergency or disaster, the President is responsible for assessing the emergency and directing additional actions as required for the safety of faculty, staff, students, visitors and/or destruction of college property. The President serves as Incident Commander during a state of emergency. The Incident Commander is responsible for establishing a command post and is ultimately responsible for all incident activities, including formulating an action plan, coordinating and directing all incident resources to implement the plan and meet its goals and objectives. The Incident Commander has the authority both to call resources to the incident and release them from it.

Vice President of Administrative Services

The Vice President for Administrative Services serves as the President's designee during an emergency or disaster.

Vice President of Institutional Effectiveness and Accreditation

The Vice President for Institutional Effectiveness and Accreditation serves as the backup President's designee in the event the President and the Vice President for Administrative Services are unable to respond to the emergency or disaster.

Vice President of Academics and Student Affairs

During an emergency or disaster, the Vice President of Academics and Student Affairs is responsible for student counseling and assessment. This position also serves as the primary spokesperson responsible for communications with the press regarding campus emergencies.

Director of Human Resources

During an emergency or disaster, the Human Resource Director serves as the secondary backup to the President's designee in the event the President, the Vice President for Administrative Services and the Vice President for Institutional Effectiveness and Accreditation are unable to respond to the emergency or disaster. Responsibilities also consist of providing notifications involving family emergencies, referral to Employee Assistance Programs for counseling needs and assistance with insurance claims for faculty and staff.

Director of Marketing and Public Relations

During an emergency or disaster, the Director of Marketing and Public Relations serves as the secondary spokesperson responsible for communications with the press regarding campus emergencies and/or disasters. They are also responsible for communicating emergency status to all faculty, staff and students through ATC's communication resources.

Director of Facilities and Operations

During an emergency or disaster, the Director of Facilities and Operations is responsible for the deployment of College Resources.

Director of Procurement

During an emergency or disaster, the Director of Procurement is responsible for the coordination of emergency procurement to ensure that we have the goods and services needed to provide a vast array of services during an emergency situation.

The Secondary Emergency Response Team members are campus personnel that will assist the Primary ERT if their academic schedule permits, keeping in mind their own safety.

- Secondary Emergency Response Team:
 - a. Fr. Rogers, Dean General Education
 - b. Dr. Keith Brammell, Dean Health Science
 - c. Dr. Steve Simmons, Dean Train/Bus/Development
 - d. Vacant, Dean Technical Education
 - e. Jacqueline Giorgi, Dean, Teaching & Learning

Building Managers

Building managers serve as a point of contact for each building in case of emergencies. These individuals will ensure all personnel in their responsible buildings are notified of the emergency; keeping in mind their own safety.

- a. 100/200 Building – Jill Uhler and Wendy Hart
- b. 300 Building – Vacant
- c. 400 Building – Vacant
- d. 500/600 Building – Bruce McCord and Kate Ohara-Goergen
- e. 700/800 Building – Michelle Hall-Moore and Athena Freeman
- f. 900 Building – Elizabeth Robinson and Melissa Johnson
- g. 1000/1100 Building – Patsy Fields and Shareffa Harris
- h. 1200/1300/1400 Building – Jocelyn Broughton and Melanie Johnson
- i. 1500 Maintenance Building – Standly Dicks
- j. 1700 Center for Energy and Advanced Manufacturing – Jennifer Morris
- k. 1800 MTTC Building – Patricia Whitfield and Joey Morrisette

EMERGENCY REPORTING PROCEDURES

Any emergency on Aiken Technical College property must be reported. Aiken County EMS will be called in the event an ambulance and/or medical assistance are needed. (Only properly trained individuals should provide emergency first aid treatment.) From on campus dial 911.

ATC Campus Security can be reached at 803-508-7911 (emergency line).

When calling in an emergency, the following information will be needed:

- Type of emergency/accident
- Location of emergency/accident
- The extent of injuries

Students/Visitors

An incident/accident summary/investigation report will be completed by Campus Security for any incidents/accidents occurring on ATC's campus. Any incidents/accidents occurring to students while off campus conducting college business needs to be reported and documented by the campus representative overseeing the event/students.

NOTE: All accident/injury reports need to be forwarded to the Campus Security Office (Bldg. 650), who shall be responsible for forwarding these reports to the Procurement Office.

Faculty/Staff

An incident/accident summary/investigation will be completed by the Campus Security Office and Human Resources. The faculty/staff member must contact Human Resources for an authorized medical treatment facility.

NOTE: All accident/injury reports need to be forwarded to the Campus Security Office.

Due to the potential exposure risk, if a faculty/staff member comes in contact with blood or other bodily fluids, an exposure form must be completed. The procedure is on ATC's website.

MAP OF ATC CAMPUS



100-200 Ashley J. Little Administration Building
 300 Vacant
 400 HVAC
 500-600 Industrial Technology
 650 Public Safety
 700-800 Test & Academic Success Centers, WBD

900 Student Activities Center/Bookstore
 1000-1100 Information Tech. Center/Library
 1200-1400 Health & Science Bldg.
 1500 Maintenance/Shipping & Receiving
 1700 Center for Energy and Advanced Manufacturing
 1800 CSRA Manufacturing & Technology Training Center (MTTC)

ADMINISTRATIVE LOCKDOWN

This is the most serious alert college officials can initiate.

Administrative Lockdown: There is a high probability of serious injury or death to faculty, staff and/or students if immediate action is not taken to secure everyone safely. This should be accomplished quickly while stopping all faculty, staff, and student movement. Several incidents may require an emergency lockdown to be activated; these include but are not limited to:

- An active shooter scenario on or near campus
- An unwanted, potentially violent intruder on or near the college campus
- Threats received by college indicating danger may be imminent
- Disturbances/violent activity
- Any other situation the President or administrator deems appropriate

The following procedures should be followed to ensure safety of all faculty, staff, and students in the event of emergency lockdown activation:

- Quickly gather all students in or around your classroom and bring them inside
- Lock the doors and close the windows, if unable to do so, barricade using furniture from the classroom/office.
- Do not allow anyone inside the classroom
- Turn off all lights
- Move students away from doors and windows.
- Remain calm and silent

REMAIN IN THIS ENVIRONMENT UNTIL SOMEONE PHYSICALLY OPENS YOUR DOOR AND GIVES YOU THE ALL CLEAR. IGNORE ALL ANNOUNCEMENTS AND FIRE ALARMS.

SHELTER-IN-PLACE

In the event of a Tornado Warning or Severe Weather, a Shelter-in-place order may be given. If advised to shelter-in-place, the following procedures shall be followed:

1. Faculty, staff, students, and visitors will be directed to the first floor interior hallways of each building and seated against the walls. Stay away from exterior windows and doors.
2. Faculty and Staff members shall assist in securing building by closing windows, exterior and interior doors.
3. Report any missing or injured persons to Campus Security or Incident Commander.
4. Maintain Order.
5. Remain alert and ready to respond.
6. The President or his/her designee shall give instructions for faculty, staff, and students to return back to normal activities when the weather situation has subsided.

EVACUATION PLAN

Definition: A guide detailing routes of withdraw from a place/location in an organized fashion to remove personnel from a dangerous area/situation into a safe environment.

The following guidelines are critical for a safe and successful building evacuation:

1. Occupants shall follow the posted evacuation routes exiting through the closest exit, stairwell, or alternative route if primary route is blocked or unavailable.
2. Take all books, book bags, phones, keys, etc. if evacuation is deemed necessary.
3. The individual reaching the outside door first should hold it open for the others.
4. Walk to the closest exit in a quiet, orderly manner. If an exit is blocked, attempt to locate an alternate route to evacuate safely.
5. Elevators will not be used. Only stairwells will be used for evacuation.
6. Faculty/Staff should ensure classrooms are cleared. They should be last to leave the room, closing the door behind them.
7. Advise any remaining employees or other persons on the floor about the emergency and the need to evacuate.
8. Report any persons refusing to leave (or other problems) to the Incident Commander.
9. No one should re-enter the building/grounds until advised it is safe to do so.
10. Occupants shall reassemble to a safe area outside, at least 200 ft. away, and wait for further instructions from Campus Security, Law Enforcement, or other designated personnel.
11. Upon arrival to a safe area, faculty/staff should account for all persons believed to have been in the classroom/office/building.

Evacuation for Individuals with Disabilities

Campus Security and/or Emergency Responders will assist those faculty, staff, or students with disabilities who may need assistance evacuating a building in the event of an emergency. In addition, individuals with disabilities who may need assistance during an evacuation shall let it be known to anyone in their vicinity that assistance will be needed. In the event that no evacuation assistance is available, attempt to relocate to the interior stairwell landing of your current floor. Remain at that location until Emergency Responders arrive to assist.