



**University of South Carolina  
School of Medicine Greenville  
and  
Health Sciences Administration Building  
Emergency Response Plan**



## I. PURPOSE

The Emergency Response Plan provides guidance and direction to all faculty, staff, and students in the event of an emergency or other crisis in order to effectively respond to any all-hazards situation in the facilities or on the property where death, injury, disruption of operations, or physical damage to facilities may result.

## II. EMERGENCY CONTACTS

Contact Type	Title	Current Contact	Type	Number
Prisma Health	Emergency		Extension from Desk Phones	33911
Prisma Health	Police Dispatch			864-455-7931
Greenville County	Emergency		County Emergency Service	911
Designated Official (DO)	Dean, UofSC School of Medicine Greenville	Dr. Marjorie Jenkins	Office	864-455-7880
			Cell	864-432-0449
Facilities Manager (FM)	Manager Integrated Technology and Facilities	Eric Baker	Office	864-455-5936
			Cell	864-516-9727
Preparedness Liaison (PL)	Preparedness Liaison	Dr. Tom Blackwell	Office	864-455-1571
			Cell	980-395-5938
Primary Contact	Assistant Dean for Business and Operations		Office	

Contact Type	Title	Current Contact	Type	Number
<b>UofSC School of Medicine Greenville Floor team leads (FTL)</b>				
1 <sup>st</sup> Floor	Manager, Integrated Technology and Facilities	Eric Baker	Office	864-455-5936
			Cell	864-516-9727
2 <sup>nd</sup> Floor		Marc Wilson	Office	864-455-2209
			Cell	864-354-3982
3 <sup>rd</sup> Floor		Mishunda Vernon	Office	864-455-9884
			Cell	864-349-3510
Health Science Administration Building Lead	Executive Manager		Office	864-455-8727
			Cell	

## III. EVACUATION ROUTES

Evacuation route maps are posted at each elevator lobby in the UofSC School of Medicine Greenville and near the entrances in the Health Sciences Administration Building (HSAB). The following information is marked on all maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers

- Locations of fire alarm pull stations

#### **IV. EMERGENCY RESPONSE EQUIPMENT**

1. Automatic external defibrillator: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors adjacent to freight elevator and Stairwell 1.
  - a. The AED cabinet is equipped with an audible alarm that sounds when the cabinet is opened.
  - b. The alarm should alert nearby personnel that there is an emergency so appropriate building personnel can respond.
2. Trauma response kit: 2<sup>nd</sup> floor behind Simulation Center lobby desk, and third floor co-located with the AED adjacent to freight elevator and stairwell 1.
3. Trauma and airway response bags: 2<sup>nd</sup> floor Simulation Center administrative suite.

#### **V. EMERGENCY REPORTING AND PROCEDURES**

Types of emergencies to be reported include the following:

1. Medical emergency, including automatic external defibrillator (AED) deployment
2. Active shooter incident
3. Fire emergency
4. Severe weather incident
5. ELERT See Say incident
6. Biological Outbreak/Epidemic/Pandemic

#### **Medical Emergency**

In the event of a medical emergency in the UofSC School of Medicine Greenville or HSAB facility:

1. Call Prisma Health Emergency: 33911
  - a. Provide the following information:
    - i. Nature of medical emergency
    - ii. Location of the emergency (building, floor, room number)
    - iii. Your name and call-back number
2. Do not move victim unless a life safety issue is present, e.g. confined space, fire.
3. For a medical emergency and unconsciousness, obtain the AED and airway response bag and use as needed.
4. For a traumatic emergency, obtain the trauma kit and response bag and use as needed.
  - a. Provide bystander care if trained.

- b. Don appropriate personal protective equipment (PPE).
  - c. Stop the bleeding with firm pressure on wounds
  - d. Clear and maintain airway.
  - e. Keep victim warm if possible.
  - f. Place in recovery position if trauma not suspected.
5. If victim exposed to a hazardous material:
  - a. Don appropriate personal PPE
  - b. Attempt to decontaminate by removing clothes or flush with copious amounts of water.
  - c. Consult the Material Safety Data Sheet (MSDS) if available for specific instruction or precautions.
6. Biological Outbreak/Epidemic/Pandemic
  - a. In the event of a locally or nationally recognized pandemic, the UofSC School of Medicine Greenville and health system partner leadership will work with appropriate local, state, and federal authorities to determine the appropriate actions necessary to ensure the safety of the students, faculty, staff and visitors of the UofSC School of Medicine Greenville.

### **Active Shooter Incident**

1. Maintain situational awareness and be aware of the environment and any possible dangers or threats.
2. Always be aware of closest exits.
3. If gunshots are heard, consider the following:
  - a. If distant and you are able to exit quickly, do so.
  - b. If proximate and not safe to exit, shelter in place and secure or barricade the entrance as much as possible.
  - c. If in a hallway, exit quickly if safe or enter a room and secure or barricade the entrance as much as possible.
  - d. Call 33911 to report information regarding the incident if possible:
    - i. Location of shooter
    - ii. Number of shooters
    - iii. Physical description of shooters
    - iv. Number and types of weapons
    - v. Number of potential victims
4. Turn off all audiovisual devices and cell phone ringers.
5. Prepare to defend yourself and others
  - a. Place more physically fit individuals near the entrance.

- b. Arm as many as possible with any object that can be used to actively engage the assailant.

## **Fire Emergency**

The following procedures will be followed by all staff and students:

1. Fire discovered:
  - a. Activate the nearest fire alarm.
  - b. Call 33911 for notification.
2. Fight the fire only:
  - a. If fire department has been notified.
  - b. If fire is small and not spreading.
  - c. If escaping is possible by backing up to nearest exit.
  - d. If fire extinguisher is available, in working condition, and personnel are trained in use.
3. When fire alarm activated:
  - a. All occupants exit the building using designated evacuation routes and not using elevators.
  - b. Assemble in the designated evacuation site.
  - c. Each FTL will be responsible for assembling all students, faculty, and staff from their floor. The FTL will serve as a liaison between personnel in the designated evacuation site and response personnel.
  - d. Remain outside until an all-clear is issued by authorized personnel, e.g. fire department, DO or designee, FM, PL.
4. Designated Evacuation Site
  - a. The UofSC School of Medicine Greenville designated evacuation site is the grass area between the medical school and HSAB (1. on map below).
  - b. The HSAB designated evacuation site is the grass area in front of the building (2. On map below).



5. Role of the DO, FM, or PL:
  - a. Coordinate orderly evacuation of personnel and ensuring that all students, faculty, staff, and visitors have evacuated the building.
  - b. Ensure that FTLs have assembled and grouped personnel from their floor at the designated evacuation site.
6. Role of the FTL:
  - a. Coordinate all evacuation procedures on their assigned floor.
  - b. Perform accurate head count of personnel reporting to designated evacuation site.
  - c. Immediately provide information to appropriate authorities about any missing persons.
  - d. Ensure that all evacuees remain at the designated evacuation site until the all-clear call is issued.

### **Severe Weather Incident**

1. Tornado
  - a. Watch
    - i. Tornado possible
      1. Be prepared to receive further instructions from the leadership team.
  - b. Warning
    - i. Tornado sighted or indicated by radar
      1. All faculty, staff, and students must seek shelter and will gather in the south west corner of the P2 Parking deck.
      2. Remain sheltered until the all-clear is issued.
    - ii. FTL will ensure all occupants on their assigned floor have appropriately sheltered.
2. Hurricane

- a. Watch
    - i. Issued 48 hours in advance.
    - ii. Sustained winds  $> 74$  mph, hurricane possible.
      - 1. Be prepared to receive further instructions from the leadership team.
      - 2. Continue to monitor local TV and radio stations for updates and instructions.
  - b. Warning
    - i. Issued 36 hours in advance.
    - ii. Sustained winds  $\geq 74$  mph, hurricane expected.
      - 1. Be prepared to receive further instructions from the leadership team.
      - 2. Make plans to evacuate.
3. Winter storm
- a. Watch
    - i. Favorable conditions for a winter storm that may impact life or property
      - 1. Be prepared to receive further instructions from the leadership team.
      - 2. Continue to monitor local TV and radio stations for updates and instructions.
  - b. Winter weather advisory
    - i. Snow 3-5 ft/12 hours, or sleet  $< \frac{1}{2}$  inch, or blowing snow
      - 1. Be prepared to receive further instructions from the leadership team.
      - 2. Continue to monitor local TV and radio stations for updates and instructions.
  - c. Freezing rain advisory
    - i. Ice accumulation  $< \frac{1}{4}$  inch
      - 1. Be prepared to receive further instructions from the leadership team.
      - 2. Continue to monitor local TV and radio stations for updates and instructions.
  - d. Winter storm warning
    - i. Snow 6 in/12 hours, or sleet  $> \frac{1}{2}$  inch
      - 1. Be prepared to receive further instructions from the leadership team.
      - 2. Continue to monitor local TV and radio stations for updates and instructions.
  - e. Ice storm warning
    - i. Ice accumulation

1. Be prepared to receive further instructions from the leadership team.
2. Continue to monitor local TV and radio stations for updates and instructions.

### **Biological Outbreak / Epidemic / Pandemic**

The spread of a biologic pathogen despite best efforts to contain or limit contagious spread may result in a local epidemic and may progress to an epidemic or pandemic. All available time will be used to ensure sufficient preparedness activities are implemented.

1. The Dean and Dean's Cabinet in conjunction with local, State, and federal guidance directives will determine level of response which may be regular business activities to cancellation of classes, clerkships, meetings, and other student activities.
2. Essential staffing will be predicated on the ongoing circumstances and be determined by the Dean, Senior Associate Dean for Academic Affairs, Associate Dean for Student Affairs, and Executive Director for Operations and Finance.
3. Messaging to students, staff, and faculty will be by routine mechanisms of communication by the Marketing and Communications Manager.
4. Medical school administration will be represented on the Hospital Incident Management Team when activated.

### **ELERTS See-Say**

Elerts See-Say smartphone application is a cloud-based system designed to provide a fast, easy way for students to report security concerns without proximity to a call box or alarm system. The application features real-time chat, photos and GPS mapping allowing security immediate notification of an emergency situation.

When an emergency event occurs involving a faculty, staff or student member, the application immediately notifies security of the person's location and allows two-way communication provide quick response to any emergency situation.

The application provides the ability to remotely monitor students anytime and anywhere on campus 24 hours a day, seven days a week when walking from building to building or to their vehicle.

### **VI. INCLEMENT WEATHER POLICY**

1. Every attempt will be made to continue with classes as scheduled consistent with the practices of the UofSC.



2. UofSC School of Medicine Greenville closing or delay decisions will not follow the inclement weather announcements of either Greenville Technical College or the Greenville County School District or the UofSC Columbia campus.
    - a. The Preparedness Liaison has communication capabilities with the Regional (Emergency Support Function-8, Health and Human Services) representative, the Greenville County Emergency Operations Center, and the Prisma Health Incident Command Center if operational.
    - b. The Preparedness Liaison participates in scheduled conference calls for updated situation reports and is able to make better informed recommendations for school operations.
    - c. The Preparedness Liaison or designee will brief the Senior Associate Dean for Academic Affairs on updates as they are issued.
    - d. Decisions on school operations will be made by the Senior Associate Dean for Academic Affairs based on data and information obtained.
    - e. Decisions regarding cancellations or delayed class schedules will be made no later than 6:30 AM on the day of class.
    - f. The [Inclement Weather policy UofSCSOMG – ACAF – 1.02](#) is posted to the UofSC School of Medicine Greenville’s policy and procedure webpage. This policy outlines external communication procedures and the responsibilities of the students.
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### **Maintenance and Communication of Procedures**

This document is maintained by the Assistant Dean for Business and Operations and approved through the Policy and Procedures committee. Procedures will be reviewed on an annual basis.

This Emergency Response Plan is posted to the UofSC School of Medicine [website](#) and linked in the Faculty Handbook and the Student Handbook. Students are informed of this during Orientation. Faculty and staff receive this in Onboarding materials.