SECTION IV: ALERTING OR SIGNALING BUILDING OCCUPANTS IN CASE OF FIRE OR OTHER EMERGENCY

1. In case of a fire or other emergency, occupants should actuate the nearest manual fire alarm pull box if horns and strobe lights are not yet actuated.
2. It may be necessary to communicate the activation of the fire alarm to occupants that are not evacuating. If you are aware of an actual emergency situation and the alarm stops sounding find another manual fire alarm pull box along your exit route and activate that device.
3. In addition to actuating the fire alarm system, report emergencies to Campus Safety at 864-597-4911 or ext. 4911 from an on-campus phone, from outside the building. State your name, your location and the nature of the emergency. Speak slowly and clearly. Wait for the dispatcher to hang up first.
4. Building Captains, Floor Wardens and/or their appointed representatives are responsible for notifying occupants by word of mouth in their respective areas in the event that the fire alarm system is out-of-service.

SECTION V: EVACUATION PROCEDURES FOR BUILDING OCCUPANTS

1. The fire alarm system provides audible and visible notification. A loud buzzer and flashing strobe lights notify occupants that the fire alarm system has been activated.
2. When the fire alarm activates, all occupants should ensure that nearby persons are aware of the emergency, quickly proceed from their current location to a marked EXIT.
3. Feel doors for heat – don’t open doors that are warm to touch. If you cannot exit due to fire and/or smoke, place items around door openings to prevent smoke from entering. Call 864-597-4911 and give your exact location.
4. If you must exit through smoke, stay low and crawl – the air at floor level is less hot and cleaner.
5. All occupants should know where primary and alternative exits are located and should be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations and evacuation assembly areas are posted in conspicuous locations throughout the building and are located in Appendix II.
6. Elevators must NOT be used to evacuate the building in the event of an emergency.
7. Exit the building and proceed to evacuation assembly areas.
8. Do NOT re-enter the building until directed to do so by Campus Safety or fire department personnel.
9. In the event of possible or confirmed hazardous material release or contamination, evacuation of all or a portion of campus may be required. Campus Safety will inform the campus community through the Wofford Emergency Alert System (text, email and siren). Evacuation assembly areas for this situation will be designated by Campus Safety and the fire department.
10. In the event of a hazardous release, occupants of the contaminated building will be told to evacuate to an outdoor assembly area upwind of the release to await
decontamination/examination/evacuation. Never go into a building, other area of campus, or the hospital as you could spread contamination.

11. Be aware that in newer buildings on campus automatic fire doors and gates will close upon an activation of smoke detectors. This is especially important to note in the area between the original and new section of the Roger Milliken Science Center. Fire gates will close and not allow evacuees from the original side of the building (east side) to evacuate through the front entrance.

12. Small fires can be extinguished only if you are trained to use a portable fire extinguisher. However, an immediate readiness to evacuate is essential.

13. All fires, even those that have been extinguished, shall be reported to Campus Safety.

14. Never enter a room that is smoke filled.

15. Never enter a room if the door is warm to touch.

SECTION VI: DISABLED OCCUPANTS

If a disabled occupant is unable to exit the building unassisted, the building captain and/or floor wardens must notify the emergency response personnel of the person’s location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a disabled person, relocation of the individual should be limited to an area of refuge on the same floor; generally exit stairwells (with top and bottom fire doors closed) are designated as areas of refuge. Specific procedures are listed in Annex F.

SECTION VII: ACCOUNTABILITY PROCEDURES FOR EMERGENCY EVACUATION

Designated Evacuation Assembly Areas: Groups working together in the same area should meet outside the building in the prearranged evacuation assembly areas. A list of the primary and alternate assembly areas is listed on the Site Plan developed for each area by Building Captains and Floor Wardens as part of their building emergency plan and placed into Appendix II.

Floor Wardens will conduct head counts once evacuation has been completed.

The employees who are designated as Floor Wardens are to be trained in the complete workplace layout and the various primary and alternate escape routes for the workplace. In addition, resident assistants are trained annually on fire extinguisher deployment, residence hall fire safety and the fire safety systems of their respective residence halls. All trained personnel are made aware of employees with disabilities who may need extra assistance and of hazardous areas to be avoided during emergencies. Before leaving, the Floor Wardens should attempt to check rooms (by knocking only – not taking time to unlock doors) and other enclosed spaces in the workplace for other occupants who may be trapped or otherwise unable to evacuate the area and convey this information to emergency personnel. Floor Wardens should only attempt to check rooms if it is safe to do so. If heavy smoke or flames are present, evacuate with other occupants.

Once each evacuated group of building occupants have reached their evacuation assembly areas, Floor Wardens should:

1. Assemble his/her group in the designated area
2. Takes head count of group
3. Report status to Building Captain and/or emergency services Incident Commander
4. Instruct personnel to remain in area until further notice

SECTION VIII: RESCUE AND MEDICAL DUTIES

1. Campus Safety, Spartanburg City Fire, Spartanburg EMS or Wofford College employees who have been assigned the duty of providing emergency care will conduct emergency medical duties.
2. Do not move injured personnel, unless not moving the person would further jeopardize the likelihood of survival (i.e., fire, explosion, collapse). Keep the person in a comfortable position.
3. Notification of medical emergencies should be made to Campus Safety at 864-597-4911 (ext. 4911 on campus phone).

SECTION IX: RESOURCE AND RESPONSIBILITIES LISTS

FS&EEP Organization: The lists in Appendix I as developed by the Building Captains and Floor Wardens for inclusion in their building emergency plans. The purposes served by the lists are:
1. To provide employees a list of who to contact for additional information on the FS&EEP
2. To provide emergency response personnel with a list of department personnel who may be needed in order to provide additional information about the fire, a chemical, a hazardous waste location, a shipment of chemicals, etc.
3. The lists should be updated by the Building Captain at least annually or as needed
4. Utilities emergency maintenance: Contact Campus Safety at 864-597-4911 for any emergency maintenance matter. For non-emergency maintenance matters submit a facility maintenance request through the myWofford main page.

SECTION X: COMMUNICATIONS AND TRAINING

Each occupant should know that evacuation is necessary and what his/her role is in carrying out the plan. Employees also should know what is expected of them during an emergency to ensure their safety. Training on the FS&EEP content also is required by OSHA 29 CFR 1910.38 (a). A method of training building occupants in the requirements of the emergency evacuation plan is to give all employees a thorough briefing and demonstration. The departments of the college will have all supervisors present this plan to their personnel in staff meetings.

ANNEX H – PUBLIC HEALTH
(ANNEX TO WOFFORD COLLEGE EMERGENCY OPERATIONS PLAN)

SECTION I: GENERAL

The Wofford College Wellness Center is open and staffed Monday through Friday from 8:30 a.m. to 5 p.m. A nurse practitioner and/or registered nurse (RN) staff the center (along with licensed counselors) during normal business hours. Emergency services are limited so the college relies on local services to a large extent. Spartanburg Medical Center, whose campus is
adjacent to Wofford’s, operates an emergency room and provides emergency medical services 24 hours a day. Spartanburg County EMS provides emergency medical transport services to the campus. Spartanburg City Fire Department responds to city 911 calls and also is staffed with trained EMTs and equipped with defibrillator equipment. The Wellness Center also trains and certifies personnel throughout the campus in first aid and CPR and identifies these as college first responders.

The director of the Wellness Center practices general oversight on public health issues concerning the campus community and advises the administration in regard to any health concerns and protective measures the college may need to take in regard to these concerns. For the campus, that authority is the director of the Wellness Center in consultation with the State Health Department.

SECTION II: CONCEPT OF OPERATIONS

A. Public health assessment
   The Wellness Center will monitor to identify any health threats and determine whether and when any actions need to be taken to protect the campus community both here and abroad. The necessity for issuing notice of a health threat to all or part of the campus community and providing medically accurate information about that health threat will be determined by the appropriate medical authority. As an additional part of our public health practice, the Wellness Center oversees the immunization records of our students prior to their arrival on the campus and before a student’s departure on college related travel.

B. Medical emergency (non disaster)
   When encountering a medical emergency on campus, the person who first encounters the individual in need of assistance should follow the steps below as they pertain to each situation.

   This assistance will vary depending on whether the person is trained in CPR/first aid.

   1. Call 911
      a. If any person trained in CPR/first aid or not, Campus Safety officer, first responder or any bystander notices a person in medical or severe distress, please call the emergency medical number to activate the emergency medical care system.
      b. When calling 911 please identify yourself and state that you are calling from Wofford College.
      c. Provide an accurate location on campus where the assistance is needed.
      d. Provide the current condition of the individual and any history of the situation as you know at that time.
      e. Provide any care you or anyone else is giving on-site to assist the person.
      f. Please remain calm while talking with 911 dispatch.

   2. Call Campus Safety if they are not already on site. They will assist in meeting the EMS vehicle and escorting them to the site. Campus Safety can and will communicate directly with emergency responders. If Campus Safety is not notified, EMS response time may be delayed if they can’t readily identify the location.
3. If trained in CPR/first aid, begin to give whatever care the situation requires to assist with basic life support.
   a. Do not move the individual from where they are found unless you cannot give care in the position they are found in or there is imminent danger to either the individual or the person giving care.
   b. If others are present they can assist with EMS locating site of the emergency, getting first aid kit or AED.

   AED sites are: Olin Building front desk, 1st floor of Main Building, Burwell Building and Roger Milliken Science Center, The Galleria (Michael S. Brown Village Center), Richardson Physical Activities Building (weight rooms), Benjamin Johnson Arena and Campus Safety.

4. If this is a multiple-person incident, the steps are the same as above as well as notifying emergency personnel of the number of people involved so appropriate action can be taken.

C. Mental Health Crisis
   When encountering a mental health situation on campus, the person who first encounters the individual in need of assistance should follow the steps below:
   1. During regular office hours, contact the Wellness Center for the assistance of a professional counselor to assess the situation. If a counselor is not available, contact Campus Safety for assistance. If it is after hours, the on-call system will be activated and a counselor can be contacted as needed.

   2. Next steps to follow will be determined by counselor on site or the on-call staff member.

   3. If it is a life-threatening situation, implementation of the medical emergency steps listed above should be taken.

D. Campus Crisis
   1. The director of the Wellness Center will conduct operations as a member of the command staff in the EOC. Wellness Center personnel will continue to operate out of the Wellness Center (providing the emergency does not make operations in that location unsafe). From the EOC, the director will:
      a. Ensure that the center is staffed appropriately to provide for the potential medical needs of the campus community during the crisis
      b. Assist Wellness Center staff by coordinating external resources
      c. Communicate requests for assistance from external sources to EOC
      d. Advise the EMPC and EMOG on the medical situation of the college

   2. Wellness Center staff will continue to provide for patient care throughout the emergency and:
      a. Perform tasks as needed until the situation is returned to normal
      b. Provide the names of injured and deceased individuals to the EOC
      c. Continue to survey the college for public health problems
      d. Protect health and medical records when possible
e. Provide health and medical services to any shelters identified and utilized by the college
f. Identify existing facilities that could be expanded emergency medical facilities
g. Develop and implement a triage coding system for disaster victims
h. In the event of a rapidly developing disaster, be prepared to treat injured at an established medical collection point; assist first responders until victims are transported or moved to other facilities

3. City Fire will provide decontamination services to the campus as needed. Additional decontamination services are available at the emergency room at Spartanburg Medical Center.

4. Should Spartanburg Medical Center become overburdened or inoperable and external medical services are needed on campus, other regional hospitals will be utilized. The director of the Wellness Center will coordinate this through the Spartanburg Healthcare System.

SECTION III: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The responsibilities for medical emergencies on our campus fall to Campus Safety, the Wellness Center, first responders and the EMS support that arrives from off campus. General responsibilities for responding individuals are identified in the sections above and are specific to the types of situations identified.

The Wellness Center will provide training to the campus community annually or as required by certification authorities. Training will include CPR, first aid and blood-borne pathogen training for Campus Safety, Residence Life, first responders and Wellness Center staff. This training is performed as required by the American Red Cross, American Heart or as required by the (ECCU) Emergency Cardiac Care updates. All athletics coaches and trainers are trained and certified as well by NCAA policy.