



EMERGENCY PROCEDURES

www.scsu.edu/alert



Emergency Tone

Seek shelter in the nearest building and look for information via text message, email, cellular phone, SC State website or other established source. You may hear a voice announcement providing brief instructions along with the audible tone.

- Remain indoors until further notice.
- Close windows and doors.
- Follow instructions.
- Assist others around you.
- Call Campus Police or 911 if necessary.
- The audible tone will signal all clear when the emergency is over.



Tornado/Hurricane/Violent Storm

- Stay indoors, away from windows and large unsupported ceilings.
- If outside, take shelter inside the nearest building.
- After the storm, report any injuries or damage to buildings.
- If the building is damaged severely, evacuate as soon as possible after the storm.



Building Evacuation Procedures

- Follow the instructions of law enforcement or other authorities.
- Take personal items (identification, keys, wallet, medications, cellphone, etc.).
- Do not use elevators.
- Use the nearest exit or an alternative exit if the nearest exit is blocked.
- Assist persons with disabilities.
- Account for others.

Note: Building evacuation is mandatory when the fire alarm is activated.



Shelter in Place

You may be safer where you are. Do not attempt to leave if you do not have a safe escape route.

- Remain calm and keep quiet.
- Turn off or silence all electronic devices.
- Follow instructions of law enforcement or other authorities.



Fire

- Activate the nearest fire alarm.
- Evacuate, account for all occupants and avoid using elevators.
- Call Campus Police (803) 536-7188.
- If forced to travel through smoke, stay low, using a shirt or jacket as a filter.
- Do not enter the building until emergency personnel authorize re-entry.



Hazardous Material

- Turn off all equipment or processes containing hazardous materials.
- Evacuate area.
- Remove contaminated clothing immediately.
- Flush any point of bodily contact with water for at least 15 min.
- Report location, type of spill, amount of material involved.
- Report any injuries, reactions, persons in contact with substance.



Bomb Threat

- Remain calm.
- Get as much information as possible from the caller (description of the explosive, location of the explosive, time it was placed, etc.).
- Note the time of the call and characteristics of the caller (voice, speech patterns, etc.).
- Call Campus Police immediately (803) 536-7188.
- Do not handle, move or touch suspicious items.
- Move to safe location and wait for police.
- Follow building evacuation procedures when instructed to do so.



Suspicious Person

- Never let anyone into a locked building or office.
- Do not confront the person.
- Do not block the person's exit.
- Call Campus Police (803) 536-7188 and provide as much information as possible (location of person, description of person, where the person was going, etc.).



Weapons/Violent Incident

Consider escaping if you know the location of the assailant and have a safe escape route.

If it is safe to escape:

- Move quickly and quietly
- Do not run in a straight line.
- Warn others.
- Call Campus Police (803) 536-7188.

If it is unsafe to escape:

- Remain calm.
- Take no action to intervene.
- Seek refuge in an area that can be locked from within if possible; do not remain in the open.
- Lock and barricade doors; lock windows, close blinds and stay away from windows.
- Turn off lights and silence all electronic devices.
- Hide quietly and remain hidden in the room.
- Obey all law enforcement commands.

Call Campus Police for all emergencies
or for more information about emergency procedures.

803-536-7188