

University of South Carolina Minors Program Emergency Planning Template

*Visit the USC Law Enforcement and Safety website for guidance on emergency procedures.
https://sc.edu/about/offices_and_divisions/law_enforcement_and_safety/emergency-procedures/index.php*

Program Directors: Keep this document current, train program staff on these and additional procedures, and ensure easy access to emergency plans.

If life or property is threatened, call 911 or your local campus police dispatch

Program Name: Click or tap here to enter text.

Building Address: Click or tap here to enter text.

1st Contact Name, Email, Phone: Click or tap here to enter text.

2nd Contact Name, Email, Phone: Click or tap here to enter text.

Rooms where activities are held: Click or tap here to enter text.

Campus Police Contact: Click or tap here to enter text.

Severe Weather

During a tornado warning, seek shelter in a shelter on building lowest level in an interior room away from windows until warning expires.

Name/s and location/s of shelter/s: Click or tap here to enter text.

Evacuation Procedures in case of Fire Alarm, Fire, Bomb Threat, Gas Leak, etc.

Primary Evacuation Assembly Site: Click or tap here to enter text.

Alternate Evacuation Assembly Site: Click or tap here to enter text.

- Follow evacuation route to nearest exit as marked inside building using stairs.
- Do not use elevators.
- Account for all participants and personnel following evacuation.

Medical Emergencies- Call 911

- Provide name, exact location, and description of illness/injury and stay on the phone.
- Move the victim only if danger is imminent.
- Give first aid if you are trained to do so; have someone bring the AED and first aid kit.
- Have someone meet first responders outside the building to guide them to your location.

AED and First Aid Kit Location/s

- AED Location: Click or tap here to enter text.

- First Aid Kits/Stop the Bleed Kit Location: Click or tap here to enter text.

Active Shooter – Call 911

- Avoid the threat by fleeing the area if safe to do so (RUN).
- Deny access by hiding and barricading if unable to escape – doors locked, lights off, remain silent (HIDE).
- Defend yourself by fighting back as a last resort (FIGHT).
- Remain in place until authorities advise.

Missing/Abducted/Runaway Minor or Vulnerable Adult: Call 911

- Provide as much information to police as possible.
- Identify anyone on site who was last with the person for interview by first responders.
- Check camera footage if available.

Minors Programs website: <https://go.sc.edu/minors>

Report: minors@mailbox.sc.edu