

# MORRIS COLLEGE



## Emergency Response Plan

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## **There are three general levels or types of emergencies:**

### **Level 1 Minor Incident**

A minor incident is defined as a local event with limited impact, which does not affect the overall functional capability of the College. Planning and response is carried out at a limited localized level. The Emergency Response Plan will not be activated.

### **Level 2 Emergency**

An emergency is defined as a serious event that significantly disrupts one or more operations of the College and/or may affect mission-critical functions and/or life safety. Multiple College resources are involved. The Emergency Response Plan will be activated to the extent it is necessary.

### **Level 3 Disaster**

A disaster is defined as a very serious event(s) that significantly affects or halts the operations of the College. The Emergency Response Plan is fully activated.

## **Managing Emergency Response on Campus – Emergency Response and Command Teams**

Morris College has seasoned personnel who meet regularly to develop, review, and update plans for various emergency scenarios. If necessary, Morris College's compact campus can be secured under the direction of Security and local law enforcement by closing the front gate and posting emergency personnel at other exits and entrances.

The Emergency Response Team (ERT) is comprised of the President, Dean of Academic Affairs, Dean of Student Affairs, Director of Business Affairs, Campus Security, Director of Communications, Director of Maintenance, Director of Counseling, Director of Information Systems, Director of Human Resources, Director of Athletics, Director of

Health Services, Director of Residential Life, and Director of Student Activities. The primary responsibilities of this team are to:

- Gather information
- Inform appropriate members of the Emergency Response Team (see below)
- Mobilize existing support systems
- Establish lines of communication, identify point person(s)
- Identify and communicate with concerned parties

In the event of an emergency, the ERT work collaboratively to ensure:

- Provision of immediate support to the campus community, the victim, or the victim's family.
- Provision of ongoing personal and academic support to the victims during the academic year.
- Contacting and working with appropriate governmental and local power and utility authorities.
- Investigation of the incident, including an internal audit to check for signs of negligence.
- Preparation of information releases for the media.
- Learning from an event and initiating appropriate campus educational and prevention programs.

The Command Team is comprised of the President, Dean of Academic Affairs, Director of Business Affairs and Dean of Student Affairs. The team members of the team meet as needed to respond to a possible threat and discuss issues relating to violence, security, and potential threats directed at either students, faculty, or staff. Key objectives include identifying, assessing, and managing potential risks to campus community members.

## Executive Decision-Making Process

By virtue of the Bylaws, the following persons, will assume the authority to make decisions relative to emergencies and other matters. They are:

1. Leroy Staggers, President
2. Lewis P. Graham, Jr., Interim Dean of Academic Affairs
3. Robert Eaves, Director of Business Affairs
4. Juana Davis Freeman, Dean of Student Affairs

The executive persons in charge during an emergency will move to the Command Center (first Floor Solomon Jackson, Jr. Conference Room).

The designated executives listed above will issue the alert directive to the Communications Center personnel (Mr. Monterrio Jones, Mr. K'Torez Whetstone, Mrs. Henrietta Temoney, and the Director of Communications).

## Communications

There will be several pre-defined messages that internal and external communications will be ready to send in case of an emergency in the following categories for timely notification to the entire campus and external college constituents. They are:

1. Severe Weather (Tornadoes, Hurricanes, Thunderstorms, Hail, etc.)
2. Active Shooter/Bomb Threat
3. Fire/Explosion ...
4. Hazardous Materials/Accidents...
5. Chemical/Biological/Radiological Emergencies...
6. Aircraft Crashes...
7. National Emergency (War, Terrorism, etc.)
8. Civil Disorder...
9. Cyber Threat...
10. Medical Emergencies/Suicide...

### **Internal Communication:**

Consists of the Director of Information Technology (Mr. Monterrio Jones) and the Information Systems Assistant (Mr. K'torez Whetstone). Their responsibility will be getting the message out to the campus through Omnilert System and Spectrum devices (if approved). Each campus member should receive an alert through text, email or phone call (automated).

### **External Communication:**

Consists of the Digital Media Manager – (Mrs. Henrietta Temoney) and the Director of Communications (TBA). Their responsibility will be getting the message out to the external constituents of the campus, i.e. parents, (social media platforms), news outlets, etc.

In most cases (except Active Shooter/Bomb Threat) the external message will correspond with the internal message for all categories of emergencies. Omnilert also has the functionality to send messages to our social media accounts for consistency.

**Omnilert Sign-up** – To ensure everyone is signed up for the alert system, two processes are outlined for students and Faculty/Staff to sign up.

### **Students**

1. Omnilert will now be a function of the registration process for all students.
2. The College will attach this process to the Health Form completion system since all students must complete the form in the Music room before starting the registration process in the Gym.
3. Each semester, IT will create a QR code and provide that code to those working the Omnilert table in the lobby of the auditorium.
4. The Omnilert table will be set up in the lobby where all students will have to scan the QR code or use the laptops provided to register their name, phone number and email address. They will have to show the software confirmation and then

receive a ticket to move on to the Health Form station. Students will not be able to move on to the next station without this ticket.

## **Faculty/Staff**

Omnilert registration will now be a function of the Faculty/Staff Institute. In the all Faculty/Staff session, everyone will be presented with a QR code and/or laptop to register for the service with their name, email, and phone number.

## **Security**

During any emergency, Security will have three primary responsibilities, which are:

1. Contact President (or follow the executive order list) for direction.
2. Execute the Communication System
3. Call Authorities/Law Enforcement

In the instance of an injured person or active shooter, Security initiates the call to 1<sup>st</sup> responders immediately and then contacts President (or follow executive order list) for further direction.

### **Command Center:**

The 1<sup>st</sup>-floor conference room of the Solomon Jackson Administration Building will be the command center for all emergencies. The following persons will be assigned to the Command Center:

- Chief/Assist. Chief of Police
- Civil Defense Representative
- Internal Medical Staff
- President
- Campus Security
- Dean of Academic Affairs
- Dean of Student Affairs
- Business Affairs Director

The front gate of Campus will be closed for all emergencies the front entrance of campus will be closed. Law enforcement and emergency vehicles will use the Stark Street Gate.

Additionally, the lot at the corner of Stark and Main Street will be the exterior post for law enforcement and emergency aid.

Radios will be used to communicate with campus personnel. In each area on campus, at least one person will be assigned a radio to communicate to their immediate area and personnel in the building. These persons will fall under the following categories:

- Security
- Command Team
- Emergency Response Team
- Dormitory Heads

	Weather	Active Shooter	Fire	Bomb Threat
Command Center	Solomon Jackson Administration Building	Solomon Jackson Administration Building	Solomon Jackson Administration Building	Solomon Jackson Administration Building
Safety Zone	Shelter in Place or Gymnasium	Shelter in Place	Shelter in Place and Evacuate Building with Fire	Shelter in Place and Evacuate Building with Bomb

## Health Services

In any emergency, besides Security, Health Services is another key unit in maintaining the safety of the campus. In case of any health emergency during any of these emergency cases, Health Services should be notified immediately after Security at x3256. Health Services will provide immediate care and aid until external emergency health care arrives.

Health Services will be ready to utilize AEDs, administer CPR, and provide other health services as needed. At the time of an emergency and depending on the emergency, Health Services will be able to provide the following resources:

1. **Weather** – Emergency packets for the campus to include bandages, cold packs, ace wraps, splints, etc. Additionally, if the campus is required to shelter in place for an extended time, then personal packets of necessities.
2. **Active Shooter/Bomb Threats** – Emergency packets and identification of a location for triage.



3. **Fire/Explosion** – Emergency packets, fire blankets, eye wash kits, and location identification for triage.

Health Services will facilitate CPR training for all Residential Life and Security staff persons bi-annually to ensure persons in key areas are ready to respond to emergencies.

## **GENERAL OVERVIEW OF CAMPUS RESPONSE TO EMERGENCIES**

Morris College's Emergency Response Plan has several elements. The plan outlines sample procedures for responding to the types of crises that a college campus might experience and how the Morris community can get information during a crisis.

The most important element of any crisis plan is communication. Whether or not you understand the various procedures for any given crisis, you need to be able to access correct and timely information to keep yourself safe. And since the Morris campus operates 24 hours a day, with more than 139 faculty, staff, and residential and commuter students coming and going, it is vital that a proper emergency communication plan be outlined for efficiency and effectiveness in meeting our ultimate goal of safety.

This overview consists of the following topics:

- Your Role and Responsibilities
- Reporting an Emergency
- Getting Info During a Crisis
- How to Respond in an Emergency Situation
- Managing Emergency Response
- Evacuation Procedures
- Preparing/Testing Emergency Procedures
- Comprehensive Emergency Communications Structure
- Campus Alert

As members of this community, it is important for each of us to understand our roles and responsibilities, and to be prepared to respond if a crisis occurs. Please take a few minutes to look through this web page.

The plan, which is provided in its entirety to division leaders across the campus, was drafted by the Morris College Emergency Response Committee in consultation with members of the Sumter County Police Department and the Sumter County Office of Emergency Management as well as members of the Morris administration.

## Your Role and Responsibilities

The Morris community is made up of almost 400 students, 150 faculty and staff, and various visitors each month. Our community is a small, diverse grouping of people, with different capabilities and abilities.

As such, your most important role in a crisis is to share information and resources with your colleagues, friends, and others during a crisis. Make sure you work together, listen for, and follow official instructions, get the information you need to be safe, and stay safe.

In addition, you should understand the following:

- Morris community members should familiarize themselves with the emergency procedures and evacuation routes posted in the buildings they live in or use frequently.
- Community members must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.
- Community members should evacuate buildings (except when otherwise instructed) in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.
- Community members should immediately report fires and other emergencies to Security [x3258](tel:3258) and the proper authorities.
- The Emergency Response Committee and the Office of Residential Life provide training and information to help students know what to do in emergencies and how they can be prepared ahead of time.
- Residential students should pay special attention to their Dorm Directors and Resident Assistants (RAs).

- All members of the Morris community should carry their Morris College identification card with them at all times.

## Reporting an Emergency

If you witness or are involved in an emergency at Morris College, call for emergency services by dialing **803-934-3258** or **911**.

When **911** or **803-934-3258** is called, Security personnel are dispatched to the scene, and appropriate emergency services are notified.

The emergency response plan designates the Security unit as the initial contact for reporting all emergency situations and for response to and resolution of all emergencies. If the Jackson Administration Building is deemed not secure because of its proximity to the emergency, the H. H. Butler Conference Room will be designated as the command center. If that facility is also affected by the emergency, another area will be designated by the director of Security.

Upon receiving the report of an emergency, the director of Security or designee will make an initial judgment about the level of response required and will communicate with appropriate personnel as outlined in the plan.

## Getting Information During a Crisis or Emergency

Omnilert is a comprehensive emergency system in place to alert the campus community in the event of an emergency. Currently, Morris uses several communication channels in case of an emergency, including a phone call and text message, an alert on the home page of morris.edu, and an email.

In the case of an immediate threat, the Omnilert will be activated. All members of campus should hear an audible alarm. This sound will alert you to immediately check one of the following information sources:

- Your text message or cell phone – please ensure you have entered your personal contact information in Omnilert so we can notify you through our high-speed notification network in case of an emergency.
- Your Morris email.
- The morris.edu website and the campus alert page of the website.
- The Morris network – available on LCD screens in all academic buildings, in addition to highly trafficked sites around campus.

The alarm will only sound in the event of a real and immediate emergency. For other emergencies, such as weather emergencies or class cancellations due to snow or other severe weather conditions, the alarm will not sound but all other communications channels will provide information.

The Morris network broadcasts campus events and information on large LCD screens in more than 20 well-trafficked locations across the campus, including every academic building and residence hall, giving all students immediate access to emergency information on screens throughout the campus.

## **How to Respond in an Emergency Situation**

Morris's Security works with the Sumter County and or City of Sumter Police departments to resolve any emergency as quickly and as safely as possible. Security will issue alerts to the Morris community in case of an emergency impacting the campus.

Security will provide guidance for all emergencies through the MC Alert Notification System. Listed below are some basic steps you can take when encountering emergency situations.

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**Active Shooter/Workplace Violence | Bomb Threat/Suspicious Packages**  
**Bystander Awareness | Chemical Spill**  
**Fire/Carbon Monoxide Alarm | Medical Emergency**  
**Pandemic Flu | Personal Safety**  
**Weapon on Campus | Weather Emergencies/Power Outages**

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## Active Shooter/Workplace Violence

Workplace violence includes, but is not limited to intimidation, threats, physical attack, and property damage.

Always keep in mind that if you hear or see anything that would lead you to believe that a violent situation is about to occur, immediately call **911** – do not attempt to investigate. Time is of the essence and your safety is paramount. Notify the Security if you can do so safely. Although the likelihood of an incident of violence such as an active shooter on campus is small, studies show that it is important to prepare in advance. Federal guidelines emphasize that you are the key to your own personal safety. It is important to consider how you might react in each situation and how you will respond, including whether you run, hide, or fight, depending on the circumstances and where you are located.

Here are some tips to help you “**Run, Hide, or Fight**”:

RUN:

### Find a way out!

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape if it doesn't endanger your safety.
- Warn others not to enter an area where the active shooter may be located.
- Do not attempt to move wounded people.
- If you are in a hallway and can get safely to an exit, evacuate.

HIDE:

### Take Cover!

- If you are in a hallway and the shooter is near, get into a nearby room and secure it.

- If your door does not lock, move items such as desks, copiers, or other furniture in front of the door to block access.
- Turn out the lights.
- Get out of sight of the doors and windows.
- Find cover, stay low, and spread out from others.
- Remain silent and silence your phone and all electronic devices.

FIGHT:

### **Protect Yourself!**

As a LAST resort, and only when you are in imminent danger, be prepared to attack the shooter. Attacking the shooter is very dangerous but may be less dangerous than doing nothing in some cases.

- Act as aggressively as possible.
- Assess your environment for any items that you may use to protect yourself or to use against the shooter. Consider items such as fire extinguishers, backpacks, chairs, etc., that can be thrown at the shooter.

Working with the police:

When officers arrive, understand that their priority is to stop the shooter. They may not respond to injured people immediately. Additional teams will respond to render aid to the injured when it is safe to do so. The police may not be in uniform. Always keep your hands visible to the police, remain calm, and follow officers' instructions.

The above safety tips and guidelines are not all inclusive, but if understood, these tips can increase your chances of surviving an active shooter.

### **Bomb Threat/Suspicious Packages**

If you receive a bomb threat keep the person talking as long as possible and secure as much information as possible including:

- Where is the bomb?

- When is it set to go off?
- What type of bomb is it?
- What does it look like?
- Why has it been planted?
- Who planted it?
- What will make it explode?
- Do not hang up the phone! Hold the line open and use another line to report the threat to Security at **x3258** or begin emailing **safety@morris.edu** while you remain on the phone with the caller.

If you are notified of a bomb threat in your building, follow the evacuation procedures described in the evacuation procedures web page.

If you receive a suspicious package:

Do not touch any suspicious packages. If you have any doubts, call Security at **x3258**.

Be suspicious of packages with the following:

- Marked 'Personal' or 'Private'
- If it appears lopsided or misshapen
- Postmarked differently than the return address
- Missing a return address
- Oil stains or odors
- Marked 'Fragile' or 'Rush'
- Excessive tape or string
- Excessive postage
- Protruding wires or foil

## **Bystander Awareness**

If you discover a crime in progress:

- Immediately call Campus Security at **x3258** or **911**
- Do not attempt to act on your own or follow the individual

- Do your best to note the following characteristics of the individual: Their height, weight, gender, race, age, clothing, weapon (if any) and their direction and method of travel.

If a vehicle is involved, please note the license plate number, make, model, color, and any visual characteristics of the vehicle. Do not attempt to follow the vehicle.

### **Chemical Spill**

If you discover a chemical spill:

- Call Security at **x3258**.
- Inform them of the type and amount of spill (if known).
- Immediately inform everyone in the area to leave the area.
- Do not clean up any chemical spill on your own.

If the chemical comes in contact with any person:

- Remove all contaminated clothing but do not discard them.

If contact is made with eyes:

- Begin rinsing the eyes and continue to rinse for at least 15 minutes.

If contact is made with skin:

- Thoroughly rinse the affected area and then wash with soap and water.

If you discover a chemical spill within a classroom/laboratory setting:

- Follow the procedures outlined above as well as those posted inside the laboratory.

### **Fire/Carbon Monoxide Alarm**

If you hear a fire, Carbon Monoxide alarm or if you see smoke or fire inside of a building:



- Activate the nearest fire alarm box if it has not already sounded and if it is safe to do so. Call Security at **x3258** or **911** to report the situation.
- Do not endanger yourself or others by trying to combat the fire.
- Close all doors as you evacuate the area.
- Walk to the nearest marked exit. If the hallway has smoke, crawl below the smoke, taking short breaths.
- Do not use the elevator, stay low and use the stairs.
- Do not open closed doors without checking for heat first. Never enter a room where there is smoke or fire.
- Evacuate to the assigned meeting area for the building you are in so an accurate count of building occupants can be made.
- Do not return to the building unless directed to do so by Security personnel.

If you are outside of a building and see smoke or fire:

- Call Security **x3258** or **911** to report the situation.
- Evacuate the area and remain a safe distance away.

If you are trapped inside of a building that has been evacuated:

- Call Security **x3258** or **911** to report your location.
- Put an article of clothing or a towel underneath the door to block smoke from entering the room.
- If a window is present, open the window to signal bystanders, unless fire can get into the room from a nearby location.
- Stay low to the floor where the air is less toxic.

## Medical Emergency

If you discover a medical emergency:

- Immediately call Security at **x3258**, Health Services **x3256**, and/or **911**.
- Do not move the person unless they are in danger.

- Avoid leaving the person alone except to summon help.
- Render first aid or CPR if you are trained and qualified to do so.

AEDs can be found in the following locations:

- Health Services
- Gymnasium

## **Pandemic Flu**

Like weather emergencies, information will be available to prepare the College community for pandemic flu. When a pandemic flu is identified, please monitor the updates provided on the Campus Alert website at [morris.edu/alert](http://morris.edu/alert) and follow the directions provided within the updates.

Maintaining general hygiene procedures, such as washing hands, keeping rooms and bathrooms clean, not sharing personal items, such as toothbrushes and towels, will increase your chances of remaining healthy.

## **Personal Safety**

- Morris community members should familiarize themselves with the emergency procedures and evacuation routes posted in their academic buildings and residence halls and be prepared to evacuate in an orderly and timely manner when an alarm sounds on campus.
- If time permits, grab essential items, such as keys, phone, shoes, and wallet. Turn off stoves and ovens and disable any device that could make a dangerous situation worse.
- Evacuate using the stairs, not elevators.
- In the event you must leave your building or the campus quickly, consider having alternate exit routes in advance.
- Morris community members should always carry their Morris College identification card with them and be prepared to show their ID if asked to do so by Morris personnel or local law enforcement.

## **Weapon on Campus**

If you observe a weapon on campus, remain calm and contact Security **x3258** when it is safe to do so. Advise Security of your exact location and description of the weapon. Provide all available information to Security including your name, phone number, and a description of yourself and the person with the weapon, the type of weapon (if you know), and the number of weapons you have observed, as well as any other information that would be relevant. Follow all directions provided to you by authorized personnel.

## **Weather Emergencies/Power Outages**

During a weather emergency, please check the Morris Alert website for important information. For your safety and for those around you, respond quickly to all instructions from emergency officials.

In the event of a power outage:

- Call the Campus Security at **x3258** or **911**
- Remain calm
- Turn light switches to the off position
- Unplug all electrical equipment including computers and appliances
- Await instructions from College personnel

If you are in an elevator when there is a power outage:

- Do not attempt to exit the elevator by forcing open a door or hatch.
- Call for help and College personnel will respond to your location.

## **In case of campus shutdown and stay necessary:**

**Dining Hall** – Will operate under any emergency situation. Meals may move to sandwiches or bagged meals if necessary, but the dining hall will service the campus to ensure students are fed.

**Snack and Water** –Snacks and water (pre-purchased every August) will supplement the food from the dining hall and be stored in multiple locations to include the dining hall and the dormitories.

**Distribution of Food** – Security and Maintenance will assist with food distribution if food needs to be delivered to dormitories due to weather.

**Overnight Stay for Staff** – Daniels Hall, Senior Dorms and Dorm Apartments will be used to house emergency staff that may have to stay (i.e. Dorm Directors, Security, Maintenance, Administrative Staff)

**Residence Halls** – Each residence hall has flashlights, batteries and weather radios.

**Gym** – If dormitories have to be evacuated, the gym will be the central place to gather students.

- Dorm directors will manage students in gym until emergency is over.

## Evacuation Procedures

Evacuation is necessary when any building becomes uninhabitable because of an event such as a fire, flood, gas leak, contamination, pandemic flu, extreme weather conditions or the loss of critical services. The response depends on the extent of the emergency. Morris community members should familiarize themselves with the evacuation routes posted in the buildings where they live or use frequently. If an evacuation order is issued for a building, fully cooperate with Security/emergency personnel and:

- Take keys, wallets, and essential belongings.
- If possible, wear weather-appropriate clothing
- Do not use elevators.
- Close, but do not lock doors.
- Provide assistance to those with physical disabilities.
- Evacuate in a safe and orderly fashion to the evacuation assembly point for that building and await additional instructions.

## **General Evacuation Procedures**

Security officers will decide whether immediate evacuation is necessary. Evacuees will be moved to a staging area where College personnel will conduct a census to establish that the evacuation is complete.

## **Evacuation of Individuals with Physical Disabilities**

Security officers will assist individuals with physical disabilities in an evacuation, making every attempt to lead them to safety.

### **Any student may:**

Call the Department of Security **x3258** or **911** during an emergency and tell them where you are and what assistance is needed.

If you have a disability that could impair your ability to evacuate from a building:

\* Please inform Security **x3258** or the Student Affairs Office **x3264** of your circumstances upon arrival to campus and request a meeting to discuss any special emergency response accommodations needed.

\* Notify your professor that assistance will be needed if an evacuation is deemed necessary. Security can help you and your professors develop an evacuation plan, if you desire. Call **x3258** or email Security **safety@morris.edu** to schedule an appointment.

### **If you are a resident student:**

\* Please note, a master list of all resident students requiring assistance during a building evacuation is maintained by the Office of Residential Life and Security. Please contact your Dorm Director to ensure inclusion on that list.

## **Short-Term/Medium-Term/Long-Term Evacuations**

### **Short-Term Evacuation**

When students must occupy temporary quarters for a relatively short predictable period:

- Students will be moved to lounges and rooms in the nearest safe residence hall.

- If residence hall lounges are not available, students will be moved to lounges in the nearest building, such as the Student Center or Gym.
- Emergency workers and/or College personnel will provide services as needed (medical care, food, showers, supplies, etc.)

### **Medium-Term Evacuation**

The College will use the Gym as a housing area when lounge space and rooms are insufficient to handle the number of evacuees. Proper bedding will be provided with the help of Dormitory Directors and Maintenance.

- Students will be housed in public spaces on campus that can accommodate them satisfactorily.
- Students will be assigned to vacant spaces in the housing system.
- Students will be assigned to already-occupied spaces in the housing system.

### **Long-Term Evacuation**

When it is impossible to predict how long students will have to occupy alternative quarters:

- The College will take the same steps as for a medium-term evacuation unless a substantial part of the campus is under an evacuation order.
- If evacuees must be moved off-campus, the director of Security will coordinate transportation with the use of College vehicles.

## **Preparing and Testing Emergency Procedures**

The Emergency protocols and procedures will be outlined to all staff in **August of each year** in the Neal-Jones auditorium. At that time, all staff will register for Omnilert System. All faculty will also meet in **August of each year** to go over these protocols and procedures, and register for Omnilert System. At this time, we will get a real time update of those registered in the system and personnel will receive a hard copy of this plan.

Routinely through the year, there will be trainings to remind personnel and students of the guidelines of the emergency response plan. These trainings will begin for students during orientation in **August of each year** with an all-student session in the Neal-Jones auditorium. The highest priority emergency categories will be covered, to include:

1. Weather (Hurricane, Tornados, and Ice/Snow)
2. Bomb Threat/Active Shooter
3. Fire/Explosion

Below outlines additional group training that will take place.

<b>Group</b>	<b>Staff</b>	<b>Faculty</b>	<b>Residential Life</b>	<b>Security</b>	<b>Freshmen</b>	<b>Student, Faculty and Staff</b>
<b>Training Date and Time</b>	August (Emergency)	August (Emergency)	August (CPR)	August (CPR)	August (Emergency)	September (Emergency)
<b>Facilitator</b>	Chief Jackson/Lt. Alston	Chief Jackson/Lt. Alston	Nurse Heyward	Nurse Heyward	Chief Jackson/Lt. Alston	Chief Jackson/Lt. Alston

Annual fire safety training sessions are conducted for all students; attendance is mandatory.

Fire alarms in all residential facilities are tested four times a year. This testing includes unannounced drills in which the alarm is sounded, and the evacuation is timed for efficiency.

Fire alarms in all nonresidential facilities are also tested two times a year. This testing also includes unannounced drills in which the alarm is sounded, and the evacuation is timed for efficiency.

Fire-safety inspections are conducted in all residential buildings throughout the year by the Office of Residential Life.

Emergency equipment on the Morris campus is checked and tested regularly as follows:

- Emergency lights and smoke detectors in all the residential buildings are checked. Annual inspections of the lighting system are conducted by the Sumter County Fire Marshall's Office and administrators from the Physical Plant department and the Office of Residential Life.
- The Public Address and text messaging systems are tested each year.

There is strict and aggressive parking enforcement on all areas designated as Fire Lanes or Fire Hydrants including roadways contiguous to our residence halls.

Safety checks on other items, such as exit lights, are performed as part of the daily patrol conducted throughout the campus. Any malfunction or damage to the equipment is logged and Maintenance staff is notified.

## **Comprehensive Emergency Communications Structure**

Morris College worked with key administrative departments to design a system, protocols, and a network that responds rapidly and efficiently to all emergencies. The plan includes the installation of a campus-wide public address system, the installation of a television alert system, and the addition of a high-speed emergency notification system.

Currently, Morris uses several communication channels in case of emergency, including an alert on the home page of Morris.edu, and an email communication. The Morris network broadcasts campus events and information on large LCD screens in more than 20 well-trafficked locations across the campus, including every academic building and residence hall, giving all students immediate access to emergency information on screens throughout the campus.



To contact students, faculty, and employees through Omnilert, to instantly send messages to the entire Morris community, via voice, text message, or email to any communications device. The system can be used to contact students, faculty, or staff anywhere on campus, in route to campus, or off campus.

## **MC Alert Notification System**

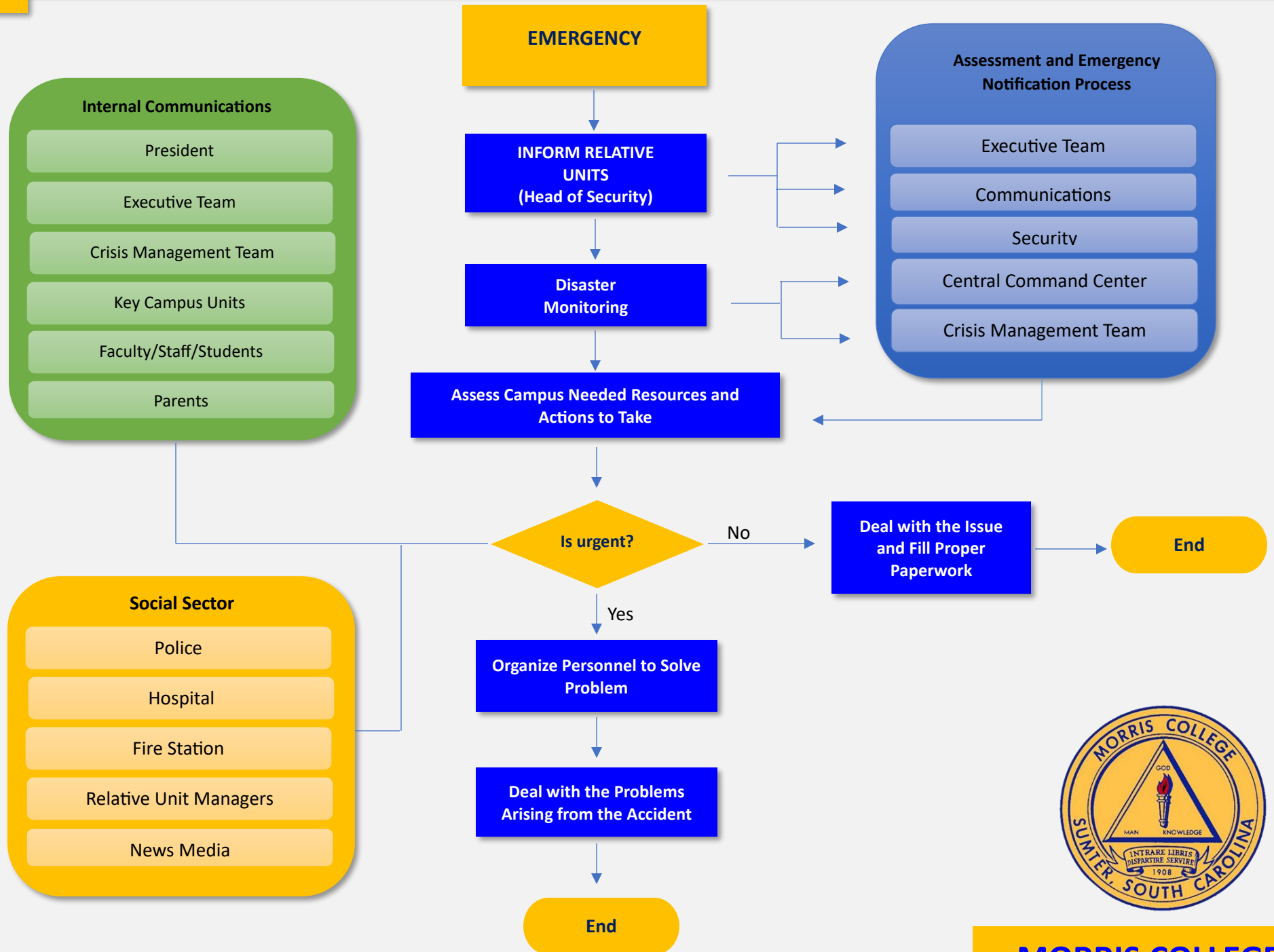
The Morris College Alert Notification System, or MCANS, is a comprehensive notification structure in place to alert the campus community in the event of an emergency.

In case of an immediate emergency, Security have communications use one of the following methods to alert you of an emergency on campus:

- Your phone's text message (participation required)
- Your Morris email (participation required)
- The Morris.edu and campus alert page of the website
  - In the event of an emergency, information will also be posted on Twitter and Facebook.
- An instant message sent to all computers connected to the Morris network
- The Morris network, available on LCD screens in all academic buildings, in addition to highly trafficked sites around campus
- The public address system's audible alarm will only sound in the event of a real and immediate threat. For other emergencies, such as class cancellations due to snow or other severe weather conditions, the siren will not sound but all other communications channels will provide information.

As you can see above, Morris uses several communication channels in case of an emergency.

# MORRIS COLLEGE EMERGENCY RESPONSE PROCESS



# Emergency Action Plan

## Active Shooter

If you are in the proximity of the shooter:

- **GET OUT** immediately and run away from the gunman or from sounds of gunfire.
- **HIDE** in an area out of the shooter's view. Close, lock and block entry to your hiding place, turn off lights and silence your cell phone or any other devices.
- **FIGHT** as a last resort and only if you are in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression.

If you are not in the proximity: **Shelter in Place**

## Bomb Threat

- Campus Security will determine if evacuation is necessary.
- If evacuated, do not reenter the area until instructed to do so.

## Fire

- Activate the fire alarm and evacuate the building.
- If smoke is encountered while evacuating, stay close to the floor where air is coolest and smoke free.
- Feel the door with the back of your hand before opening it. If the door is cool, open it slowly. If the door is hot, or if smoke is detected on the other side, do not open. Seek another way out.
- If you are unable to exit, seek shelter in a safe place, call Campus Safety at x 3 258 and/or yell for help.
- Attempt to make yourself visible to responding authorities.

## Flooding

- Move to a safe location.
- Do not walk through floodwater — it may be contaminated or contain a live electrical current.
- Do not drive a vehicle through floodwater.

## Hazardous Materials

- Evacuate the area and activate the building fire alarm.
- Call Campus Security x3258. If off the campus, call 911.
- If the material spills on you, remove your clothing and use a safety shower or drench hose.

## Medical Emergency

- Call Campus Security at x 3258. If off the campus, call 911.
- If you know first aid, provide help. There are Atrial External Defibrillators (AED) in the Health Services and Gymnasium on campus.
- Stay with the person until help arrives.

## Severe Weather Warning

• A severe weather **WARNING** means that severe weather is imminent. Shelter in Place until further notice.

**Examples include:**

- Tornado
- Lightning (within 10-mile radius)
- Severe winter weather (cold wind chill of **-19 degrees Fahrenheit**)
- Extreme heat (heat index greater than **115 degrees Fahrenheit** for any period or **105 degrees Fahrenheit** for more than 3 hours)

## Suspicious Package

- If you have any reason to believe a package or article is suspicious, contact Campus Security x3258. If off the campus, call 911.
- Do not move, alter, open, examine or disturb the package or article.
- Leave and/or avoid the area until further notice.

## WHAT TO DO

### Avoid the Area

- **Avoid the Area** means that there is a safety concern for our community members in an area within or close to campus, and you are advised to stay away until the situation is resolved.

### Evacuate

- If building alarm sounds, **evacuate immediately** — but don't run.
- Do not use elevators.
- While exiting, move far away from the building's exterior to assure your safety and to provide ample room for emergency personnel and equipment.
- Do not reenter an evacuated building until it has been determined to be safe to do so.

### Get Out - Hide - Fight

If you are in the proximity of the shooter, utilize **Get Out – Hide – Fight**. If you are not in proximity, follow **Shelter in Place** procedures.

- **GET OUT** immediately and run away from the gunman or the sounds of gunfire.
- **HIDE** in an area out of the shooter's view. Close, lock and block entry to your hiding place, turn off lights and silence your cell phone or any other devices.
- **FIGHT** as a last resort and only if you are in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression.

### Shelter in Place

You may be advised to **Shelter in Place** rather than evacuate your building during certain emergencies such as police security activities, hazardous material releases or severe weather emergencies.

- Take shelter in a windowless interior room or hallway.
- If outside, enter the nearest building.
- Stay indoors until instructed otherwise.