

## DEPARTMENT OF PUBLIC SAFETY

### **EMERGENCY ACTION PLAN:**

(843) 953-4816

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### **Procedures for Reporting a Fire or Other Emergency:**

In the event of a fire, the following steps should be taken to ensure the safety of all building occupants:

Activate the fire alarm by pulling a pull station.

Exit the building moving toward Department Head approved assembly location.

- Do not use elevators.

Call 911 immediately and provide information.

Call Public Safety once safely outside the building at (843) 953-5114.

### **Alerts:**

In the event of an emergency, employees are alerted by:

## **Extinguishers:**

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Portable fire extinguishers are provided in the workplace for employee use. In the event of a fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.

## **Operations:**

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Critical operations shutdown procedures are not required because no employees are authorized to delay evacuation for this purpose.

## **Duties:**

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No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

## **Assembly:**

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After an emergency evacuation, employees are to gather in the following location:

In an assembly area dictated by their Department Head.

- Assembly area shall be safely away from the building in an area large enough to account for all students and faculty.
- Staff shall notify their supervisor that they have evacuated the building.

## **Accounting:**

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After an emergency evacuation, the procedure for accounting for all employees is as follows:

Each Department Head is required to provide the means for accountability for their employees.

## **Additional Information:**

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Additional Evacuation Plan and Procedures:

Evacuation of all building occupants is required. The building shall not be reoccupied until the "all clear" is provided by the Department of Public Safety, The Campus Fire Marshal, their designee, or the Charleston Fire Department.

At no time shall any employee enter the building during a fire alarm activation unless permitted by the Department of Public Safety.