



MESSAGE FROM CLEMSON UNIVERSITY PUBLIC SAFETY

The following information is provided to promote fundamental awareness in emergency preparedness, response, and recovery. Use this guide to help you become better prepared to provide guidance for your students. If you have any questions about preparedness, contact the Clemson University Office of Emergency Preparedness. 864-656-2323 | epd@clemson.edu | clemson.edu/cusafety

What is the role of the instructor during an emergency?

Students, even in the university environment, look to the person at the front of the class for leadership, anticipating that the instructor will know what to do if an emergency occurs.

- Clearly cover basic emergency preparedness techniques during the first week — 10 minutes of pre-planning can save lives.
- Remind students to update their emergency contact information and to sign up for CU Safe Alerts at alerts.clemson.edu.
- Know how to report any emergency from your classroom or lab. If in doubt, just dial 911 to reach the Campus Police Department.
- Individuals with disabilities or Functional Access — who self-identify — should be able to provide information on special assistance needs if an emergency occurs. They may need help leaving the building during an evacuation.
- Provide leadership if an emergency occurs; lead by example and follow emergency procedures.

How do I report an emergency?

Call 911 from your cell phone or campus phone when you need Police, Fire or Emergency Medical Services. Remain calm — your actions influence others.

- Tell the dispatcher you are at Clemson University Main Campus and give the exact address or building.
- Give your full name and the telephone number from which you are calling, in case you are disconnected.

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- Describe the nature of the emergency (describe clearly and accurately).
- Remain calm and do not hang up as additional information may be needed. If possible, have someone meet emergency personnel outside of the building.

What should I carry with me to class?

In addition to your daily class materials, you should also include:

- A charged cell phone. Make sure you have signed up for CU Alerts in advance.
- A list of important telephone numbers (i.e. department leadership, lab supervisors if applicable, etc.).
- The name and telephone number of the Building Security Coordinator (BSC).

What if there is a medical emergency during class time?

Provide plenty of space for the victim and emergency personnel.

- Call 911. Try to have someone escort emergency medical personnel to the scene.
- Unless they are in immediate danger, do not move any victims until emergency personnel arrive.
- If properly trained, give appropriate first aid and/or CPR until emergency personnel arrive.

How do I Secure in Place?

When it is necessary to secure-in-place, you will be the safest by placing a locked door or other barricade between you and the associated violence or danger. If the classroom in which you are teaching has no locks, you should improvise as best you can by barricading the door or securing the door with any material available.

REMAIN CALM!

- If you are outside during a secure-in-place emergency you should seek cover in the nearest unlocked building.
- If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger, seek cover, move to another building or leave campus if it is safe to do so.
- Once inside, find an interior room and lock or barricade the doors.
- To minimize vulnerability, turn off lights, silence phones, draw blinds and move away from windows.
- Await further instruction from CU Safe Alerts and emergency personnel.
- **DO NOT** leave until an “All Clear” is received.

What if someone wants to enter a secure area?

If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others.

USE GOOD JUDGMENT!

- If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:
 - Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?

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- If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

If the decision is made to let a person in, consider the following:

- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.
- Have the subject lift up his or her shirt, coat and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

Weather Watches vs. Warnings?

- **Watch:** Conditions are favorable for the development of severe weather. Closely monitor the situation in case conditions worsen.
- **Warning:** Severe weather has been observed. Listen closely to instructions provided by weather radios, emergency officials, and other alert mechanisms. Seek shelter immediately!

How do I Shelter in Place?

Shelter-in-place events are usually weather-related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. **DO NOT** lock doors behind you as others may also need to shelter-in-place.

REMAIN CALM!

- Immediately seek shelter inside the closest sturdy building. **DO NOT** wait until you physically see a tornado or severe weather event to react. If the weather event is a tornado, remember these three things:
 - Try and get to the lowest level of the building. (*Seek additional cover under a sturdy desk or table, or cover your head with your hands.*)
 - Stay away from windows and glass. (*Glass shards can kill or severely injure anyone.*)
 - Put as many walls as you can between yourself and the outside. (*In public buildings, bathrooms typically have an additional wall.*)
- Resist the temptation to go outside and check the weather conditions yourself.
- Once inside, stay away from windows, glass and unsecured objects that may fall.
- Seek shelter in interior rooms and corridors.
- Avoid large free standing expanses such as auditoriums and gymnasiums.
- **DO NOT** use elevators.
- Await further instruction from CU Alerts and emergency personnel.
- **DO NOT** leave until an “All Clear” is received.

How do I evacuate class?

Evacuation routes are posted or in the process of being posted in building hallways, usually near stairwells or exits.

- If you know your Building Security Coordinator (BSC), contact them and ask them for assistance in the evacuation. Your building's BSC should know the location of the building's Accountability Assembly Area. Each building on main campus has an Accountability Assembly Area which is in close proximity to each building. As the name implies, this area can be used to account for building occupants.
- Know two evacuation routes for your room. Look for illuminated EXIT signs to determine primary and secondary exits.
- Remember, all fire alarms are mandatory evacuations. Do not use elevators unless authorized to do so by emergency personnel.
- As your class is evacuating, encourage all persons to leave the building — do not wait for those who refuse to leave. Inform emergency personnel of the location of those that are still in the building. Try to keep your class together. Move at least 50 feet away from the building to provide easy access for emergency personnel.

How do I assist a functional-access student evacuate class?

If you have questions about special assistance, contact Clemson University Student Accessibility Services:

studentaccess@lists.clemson.edu, or clemson.edu/campus-life/campus-services/sds

Office: 864-656-6848, Fax: 864-656-6849

- Ask students to self-identify in confidence if they will require special assistance during an emergency.
- Communicate the type of emergency to the individual. Depending on the type of disability:
 - **Auditory:** communicate with the hearing impaired by writing a note, hand gestures or by using another method to convey the message.
 - **Visual:** describe the nature of the situation and offer to act as a "sighted guide" by offering your elbow and escorting them to a safe location. Determining a "buddy" before an emergency occurs can be a good start.
 - **Mobility:** if a person cannot safely leave the building, a "buddy" can accompany the individual to a stairwell without blocking the evacuation path. The individual with a disability should call 911 to provide his or her location while the buddy notifies onsite emergency personnel of the situation. You should attempt a rescue evacuation of an individual with a disability as a last resort and only if you have had rescue training. If the other evacuation options are not available or are unsafe (and danger is not immediate), the individual with a disability can remain in a room with an exterior window and a telephone/cell phone. Notify 911 and the Building Security Coordinator (BSC) if functional access students remain in the building if it has been evacuated.

Stay Informed!

Use these outlets to stay up-to-date on what to do before, during, and after an emergency.

- **Clemson University Office of Emergency Preparedness:** clemson.edu/cusafety
- **Clemson University Police Department:** clemson.edu/cusafety/cupd
- **CU Alerts:** clemson.edu/cusafety/index.html
- **Ready.gov:** Follow on Twitter @ReadydotGov
- **National Weather Service:** weather.gov; Follow NWS on Twitter @usNWSgov