



UNIVERSITY OF  
**SOUTH CAROLINA**

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School of Medicine

Facilities Management  
And Support Services

TO: All Faculty, Staff and Students  
USC School of Medicine

FROM: Derek Payne,  
Associate Dean for Administration & Finance

Larry Knott  
Director, Facilities Planning & Project Management  
2 Medical Park & 4 Medical Park

Jonathan Crain  
Director, Facilities Management & Support Service, Custodial, Health & Safety  
VA Campus & 15 Medical Park

DATE: February 26, 2024

SUBJECT: USC SOM Emergency Management Plan

We are pleased to provide you with copies of the University Of South Carolina School Of Medicine's Emergency Management Plan Supplement. Access to the USC Emergency Management Plan, Columbia Campus, is provided through the USC Home Page (<http://www.sc.edu/emergency/EmergencyManagement.pdf>.)

Please read this important information immediately and understand your personal responsibility for preparedness. All members of the School of Medicine have a role to play before, during, and after an emergency to protect their own safety and the mission of the institution.

Future emergencies will present new challenges to our school. However, we are quite confident that a prepared community of faculty, staff, and students will be ready to meet these challenges with strength and flexibility.

This plan will be reviewed on an annual basis and updated as needed.

Thank you for your support.

Enclosure



**USC  
SCHOOL OF MEDICINE**

**EMERGENCY MANAGEMENT  
SAFETY PLAN**

**For USC School of Medicine Faculty, Staff and Students  
2024-2025**

**TABLE OF CONTENTS**

**Letter of Introduction**

**Emergency Reporting ..... (i)**

**Purpose ..... 1**

**Scope ..... 1**

**Implementation of Emergency Evacuation ..... 2**

**How to Respond to an Emergency ..... 3**

**Fire ..... 3**

**Hazardous Materials Spill..... 3**

**Minor Release in the Lab ..... 3**

**Major Release in the Department ..... 4**

**Eyes and/or Skin Chemical Exposure ..... 4**

**Emergency Spill Kits ..... 4**

**Power Outage ..... 5**

**How to Assist People with Disabilities during an Evacuation ..... 6-7**

**Fire Drills /Emergency Evacuations ..... 8-10**

**USC Carolina Alert Emergency ..... 10-11**

**Carolina Alert ..... 11**

**Workplace Violence ..... 11**

**Bomb Threats ..... 11**

**Division of Law Enforcement and Safety/Crime Prevention & Safety Resources .... 12**

**Active Shooter ..... 12**

**Campus Resources ..... 13**

**Maps**

**Dorn VA Campus ..... 14**

**Palmetto Richland Medical Park Campus ..... 15**

**Palmetto Health Richland ..... 16**

**USC School of Medicine “Work-Related Injury Policy” ..... 17-18**

**Automated External Defibrillator (AED) Policy ..... 19-24**

**Hurricane Preparedness Guide 2021-2022 ..... 25-31**

**TO REPORT AN EMERGENCY INCIDENT**

**FIRE/EXPLOSION/CHEMICAL/BIOLOGICAL/HOSTAGE  
SITUATION/BOMB THREAT/WORK PLACE VIOLENCE/  
UTILITIES FAILURE/MEDICAL AID:**

***(ALL LIFE SAFETY EMERGENCIES) ..... 911***

- **USC Police ..... 803-777-4215**
  
- **SOM VA Campus EMERGENCY INCIDENT NUMBERS: (*DAYTIME*)**
  - Facilities Management & Support Services ..... 216-3150**
  - SOM Custodial, Health & Safety Services ..... 216-3150**
  - (After Hours Emergencies)..... 777-4215**
  
- **USC Environmental Health & Safety ..... See Appendix F**
  - Radiation Safety ..... 777-7530**
  - Chemical and Lab Safety ..... 777-7650**
  - Biological Safety ..... 216-3153**
  
- **SOM MP2 & MP4**
  - Lillibridge ..... 779-2680**
  - (After Hours Emergencies) ..... 351-4807**

**WHEN YOU CALL TO REPORT AN EMERGENCY:**

**TELL THE RESPONDENT:**

- 1. The type of emergency**
- 2. If there are victims**
- 3. The location of the emergency**
- 4. Your name, location and phone number**

**STAY ON THE PHONE UNTIL THE RESPONDENT ENDS THE CALL  
(OR OBVIOUSLY IF PERSONAL SAFETY IS AT RISK GO TO AN  
ALTERNATIVE LOCATION).**

**Appendix A - VA Building #9 Contact Information ..... 32  
(Research Lab Emergency Call Roster)**

**Appendix B - VA/SOM Animal Facility Emergency Call Roster ..... 33**

**Appendix C - VA Safety Handbook & Chemical Hygiene Plan ..... 34**

**Appendix D - USC Laboratory Emergency Procedures ..... 35-37**

**Appendix E - Emergency Contact Information ..... 38**

**Appendix F - USC Environmental Health and Safety  
Contact information.....39-40**

**PURPOSE:**

The University of South Carolina (USC) - School of Medicine Emergency Management Plan outlines the University's procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt its programs and activities. The Plan identifies departments and individuals that are directly responsible for emergency response and critical support services.

At the USC School of Medicine, planning ahead for emergencies is part of normal business planning and campus life, and all members of the campus community share a responsibility for preparedness. An emergency can strike anytime or anywhere, and a disaster will affect everyone. Therefore,

- Every administrative and academic unit is asked to review the USC School of Medicine/USC Emergency Management Plan to protect personnel and programs and to support campus response and recovery actions. The USC School of Medicine's Director of Facilities Management will distribute the Department Emergency Planning Guidelines along with the USC Carolina Emergency Management Plan to the various departments on all School of Medicine campuses.
- The USC School of Medicine maintains a comprehensive emergency preparedness and safety training program to mitigate potential hazards and to familiarize faculty, staff and students with emergency procedures.

**SCOPE:**

The USC School of Medicine Emergency Management Plan guides preparedness, response, and recovery actions. It applies to a broad range of emergency incidents, and may be activated during:

- Earthquakes
- Hazardous Materials Releases
- Floods
- Fires or Explosives
- Extended Power Outages
- Mass Casualty Events
- Hurricanes (See Memorandum on page 25)
- Active Shooter
- Hostage
- Tornados

## **Implementation of Emergency Evacuation**

*(See specific evacuation plan for Fire Evacuation)*

- Keep calm
- Alert Emergency Response personnel to assist in the evacuation (in case of fire, fire monitors will assist)
- Use communication tools that are appropriate for the type of incident and the time of occurrence:
  - Alarms
  - Phones away from buildings
  - Messengers
- Communicate clearly and succinctly
  - “We have a(n) \_\_\_\_\_ emergency.”
  - “Evacuate to \_\_\_\_\_.” (gathering place designated during fire drills).
  - “Take your belongings (quickly), do NOT use elevators.”
- Check offices, classrooms, labs and restrooms
- Turn equipment off, if possible
- Take emergency supplies and staff rosters, if possible
- Keep exiting groups together
- Account for personnel
- Wait at the designated gathering point for further instructions

## How to Respond to an Emergency

### Call 911 – *for all life safety emergencies*

#### See “USC School of Medicine Work-Related Injury Policy”

- Administer first aid if you are trained (*See Attached AED Policy*)
- Do not attempt to move a seriously injured person.
- Notify Supervisor, Department Chair, School of Medicine Human Resources
  
- **FIRE**
  - Call 911 - *for all life safety emergencies*
  - During working hours also Call USC Police 777-4215  
(See Fire Evacuation Policy)
  - Notify Supervisor and staff
  - Feel doors for heat
  - If cool, exit carefully
  - If hot, do not open the door
  - If you see smoke, crouch near floor as you exit
  - If you see fire, confine it by closing doors and windows
  - Use extinguishers on small fires only if safe to do so
  - Pull the pin in the handle
  - Aim at the base of the fire
  - Squeeze nozzle, sweep back and forth
  - Evacuate downstairs, go upstairs or to roof as last resort
  - Never use an elevator during a fire evacuation
  - Go to the Emergency Assembly Point
  
- **HAZARDOUS MATERIALS SPILL**
  - **MINOR RELEASE IN THE LAB**
    - Assist anyone who may have been contaminated or injured during the spill.
    - Follow lab eyewash, rinse or shower procedures (rinse for 15 min)
    - Post “Spill in Progress, DO NOT ENTER” on entrance door.
    - Vacate persons in immediate area if necessary.
    - Wear protective equipment.
    - Clean up minor chemical spill ONLY if you have suitable training.
    - Use appropriate kit to contain, neutralize and absorb.
    - Collect, containerize, and label chemical waste.
    - **Call**
      - **During Working Hours:**
        - 216-3150 (USCSM Custodial, Health & Safety Services)
        - 216-3150 (USCSM Facilities Management & Support Services)



- FM&SS or Custodial, Health & Safety Services shall **NOT** clean up hazardous materials.
- 777-5269 (USC Environmental Health & Safety)  
**After Working Hours:**
- 777-4215 (USC Police) or refer to USC EHS contact list (Appendix F)
- To make arrangements for chemical waste picked up  
See Hazardous Waste Pick up Request:  
[https://sc.edu/about/offices\\_and\\_divisions/ehs/occupational\\_and\\_environmental\\_safety/environmental\\_management/hazardous\\_waste\\_management/hazardous\\_waste\\_pick-up\\_request/index.php](https://sc.edu/about/offices_and_divisions/ehs/occupational_and_environmental_safety/environmental_management/hazardous_waste_management/hazardous_waste_pick-up_request/index.php)

- **MAJOR RELEASE IN THE DEPARTMENT**

- **Call**
- 777-4215 – (USC Police)
- See Appendix F – (USC Environmental Health & Safety)
- 216-3150 – (USC-SOM Facilities Management & Support Services)
- 216-3150 – (USC-SOM Custodial, Health & Safety Services)

- **EYES AND/OR SKIN CHEMICAL EXPOSURE**

- Pull the safety shower lever to start the water flowing. For eyewashes, push lever to start the water flowing.
- Wash off contaminants from your eyes by holding your eyes open to get the water under your eyelids.
- Remove all contaminated clothing and shoes to effectively wash off skin contaminants.
- Stay under the water for at least 15 min to wash off contaminant.
- Avoid contamination or chemical exposure.
- Close doors or control access to spill site
- Alert Supervisor, Department Chair
- Communicate critical spill information to responders
- Follow evacuation instructions

- **EMERGENCY SPILL KITS**

The USC School of Medicine has two Emergency Spill Kits. The first one is located in building 4 beside the entrance to the Gross Lab and the second one is located in building 1 beside the entrance to the Instrumentation Resource Facility.

In addition to the Emergency Spill Kits, several universal spill kits are stored in the Hazardous Waste Storage Room and kitty litter is stored in our Mechanical Rooms for larger spills.

All labs are required to maintain a written Laboratory Safety Plan (LSP). Within the LSP, they should list the location of each spill kit for their lab.

- **POWER OUTAGE**

- Assess the extent of the outage in your area
- Call – 216-3150 – Report the outage to Facilities Management & Support Services
- After 4:30 PM and weekends call USC PD 777-4215
- Help co-workers in darkened work areas move to safe locations.
- If practical, secure current experimental work, and then move it to a safe location. If you move chemicals on carts between floors, get assistance. Hazardous spills are a significant risk during transport.
- Keep lab refrigerators or freezers closed throughout the outage
- Unplug personal computers, non-essential electrical equipment and appliances
- Open windows for additional light and ventilation
- If you are asked to evacuate your building, secure any hazardous materials work and leave the building
- Release of personnel after an extended outage is determined by the Office of the Dean

**FOR OTHER DISASTERS, REFER TO THE UNIVERSITY EMERGENCY MANAGEMENT PLAN AT:**

[https://sc.edu/about/offices\\_and\\_divisions/law\\_enforcement\\_and\\_safety/carolina-alert/index.php](https://sc.edu/about/offices_and_divisions/law_enforcement_and_safety/carolina-alert/index.php)

## How to Assist People with Disabilities

### **DURING AN EVACUATION:**

- **TO ALERT VISUALLY IMPAIRED PERSONS**
  - Announce the type of emergency
  - Offer your arm for guidance
  - Tell person where you are going, obstacles you encounter
  - When you reach safety, ask if further help is needed
  
- **TO ALERT PEOPLE WITH HEARING LIMITATIONS**
  - Turn lights on/off to gain person's attention, or
  - Indicate directions with gestures, or
  - Write a note with evacuation directions
  
- **TO EVACUATE PEOPLE USING CRUTCHES, CANES OR WALKERS**
  - Evacuate these individuals as injured persons
  - Assist and accompany to evacuation site if possible, or
  - Use a sturdy chair (or one with wheels) to move person, or
  - Help carry individual to safety
  
- **TO EVACUATE WHEELCHAIR USERS**
  - Non-ambulatory persons' needs and preferences vary
  - Individuals at ground floor locations may exit without help
  - Others have minimal ability to move-lifting may be dangerous
  - Some non-ambulatory persons have respiratory complications
  - Remove them from smoke and vapors immediately  
(Stairwell usage during an emergency is for the safe evacuation of personnel, as well as access for emergency responders.)
  - Wheelchair users with electrical respirators get priority assistance
  - Most wheelchairs are too heavy to take down stairs
  - Consult with person to determine best carry options
  - Reunite person with the chair as soon as it is safe to do so

**While an "emergency" by its very definition is an unforeseen event, it also usually requires immediate action.**

Persons with disabilities have four basic evacuation options:

1. Horizontal evacuation. This entails using building exits to gain access to outside ground level or going into unaffected wings of multi-building complexes.

2. Stairway (vertical) evacuation. This means of evacuation means using stairwells to reach ground level exits from the building.
3. Staying in Place. Unless danger is imminent, remaining in a room with an exterior window, a telephone and a solid or fire-resistant door may be your best option.

*NOTE: The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A label on the door jamb or frame can identify a fire-resistant door. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.*

4. Area of Refuge. With an evacuation assistant, going to an area of refuge away from obvious danger is another emergency plan option. The evacuation assistants will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

The safest Areas of Refuge are *stair enclosures* common to high-rise buildings, and *open-air exit balconies*. Other possible Areas of Refuge include *fire-rated corridors or vestibules adjacent to exit stairs and elevator lobbies*. Many campus buildings feature fire rated corridor construction that may offer safe refuge.

Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with the other building occupants using the stairways as a means of egress in an emergency.

For false alarms or an isolated and contained fire, a person with a disability may not have to evacuate. Suggested Guidelines for Different Types of Disabilities

1. Mobility Impaired - Wheelchair

Persons using wheelchairs should Stay in Place or move to an Area of Refuge with their assistant when the alarm sounds.

2. Mobility Impaired - Non-Wheelchair

Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance.

3. Deaf/Hard of Hearing

Most buildings on campus are equipped with fire alarm strobe lights; however, some are not.

4. Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes.



FM & SS - Safety Services  
School of Medicine

TO: All Faculty, Staff and Students  
USC School of Medicine

FROM: Jonathan Crain  
FM &SS - Custodial and Safety Services  
USC School of Medicine

DATE: February 26, 2024

TO: **FIRE DRILLS AND OTHER EMERGENCY EVACUATIONS**

Please follow the following guidelines for emergency evacuation:

1. Please advise employees in your department **not to call** Facilities Management and Support Services regarding whether or not a fire drill is "real" or whether to exit the building. Facilities Management and Support Services will be evacuating the building the same as all other personnel when a signal is sounded. When you hear the signal to evacuate, please do so promptly.
2. Please pay special attention to "2a" and "2b" on the attached page.
3. Keep your monitor/co-monitor list up-to-date. Please review the attached list of monitor/co-monitor names for your department and revise them if necessary. (Please send a copy to the School of Medicine Custodial and Safety Services.)

The following is being reprinted to refresh your memory. Please inform departmental employees of the subsequent procedures:

1. Monitors/co-monitors should:
  - (a) **INFORM ALL PERSONNEL NOT TO USE THE ELEVATORS.**
  - (b) Inform all employees of the location of the designated assembly point. (Location should be 200'-300' away from the building.)

Any close exit may be used to exit the building, but make sure everyone in your group gathers at the same point or can be accounted for by another department monitor. (Please give a copy of the attached map to all employees in your department.)

- (c) Make sure all restrooms, darkrooms, and other enclosed rooms are checked.
  - (d) Make sure all handicapped employees are assisted in exiting the building.
  - (e) Make sure all visitors to your department are accounted for.
  - (f) **Once assembled** at the pre-arranged meeting site, take an accurate roll call so that all employees are accounted for. Monitors/co-monitors should use the attached "Emergency Evacuation Log Sheet" for this purpose. (It may be helpful to have a list of the names of your departmental employees accessible in order that they can quickly be reviewed.)
  - (g) **After** the drill or emergency evacuation, send a copy of this log to the Custodial & Safety Services so that we might make a post-evaluation of the results. Also, please notify the Custodial and Safety Services of any substitutions of monitors/co-monitors.
2. (a) When the **Fire Department** responds to a call, only their personnel will call an "all clear" to return to the building.
- (b) During a "**test drill**", designated School of Medicine personnel will call an "all clear" to return to building.
3. DURING AN ACTUAL FIRE:
- (a) Use the nearest Fire Call Box to notify the Columbia Fire Department.
  - (b) If the fire is large or uncontrollable, close off the area and leave immediately.
  - (c) From a safe area, call 911 - if call is made on the School of Medicine campus or 911 - if the call is made outside of the School of Medicine campus).
  - (d) Give emergency personnel all necessary information:
    - 1) Location of fire (building, room, etc.)
    - 2) Telephone number from which you are calling.
    - 3) Any other pertinent information that is requested.
    - 4) Have someone stay near the telephone in case additional information is needed.
4. BEFORE YOU BEGIN TO FIGHT A FIRE:
- (a) Make sure everyone has left, or is leaving, the building.
  - (b) Make sure the fire is confined to a small area and that it is not spreading beyond the immediate area.

- (c) Make sure you have an unobstructed escape route to which the fire will not spread.
- (d) Make sure that you know the nearest device location, have read the instructions and that you know how to use the extinguisher.  
It is reckless to fight a fire under any other circumstances. Instead, leave immediately and close off the area.

NOTE: All faculty, staff, and students should follow the same guidelines in cases of emergency.

**For any fire safety related questions or concerns, contact USC Fire Marshal DJ Woolwine at 803-413-9359 or [woolwine@mailbox.sc.edu](mailto:woolwine@mailbox.sc.edu)**

## USC Carolina Alert Emergency

Emergency hotline (recorded outgoing messages only) 803-777-5700

### CAROLINA ALERT

In an emergency call 911 from any campus phone or cell phone  
Non-emergency: 803-777-4215

### WORKPLACE VIOLENCE

#### Signs of Workplace Violence

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a person is prone to workplace violence, but if in doubt, call USC Police.

- Threats, threatening behavior, display of aggression, or excessive anger
- A history of threats or violent acts.
- Unusual fascination with weapons.
- Verbal abuse of coworkers and/or customers, or harassment via phone/e-mail.
- Bizarre comments or behavior, especially if it includes violent content.
- Chronic, hypersensitive complaints about persecution or injustice.
- Making jokes or offensive comments about violent acts.
- Significant changes in mood or behavior.

### BOMB THREATS

- Remain calm
- Do not hang up; keep the caller on the line as long as possible and listen carefully.
- Obtain as much information as possible
- Ask questions such as:
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What kind of bomb is it?
  - What does it look like?
  - What will cause it to explode?
  - Why did you place the bomb?
  - What is your name?
- Take notes about the call such as:
  - Identity: Male, female, age range
  - Voice: Loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant
  - Background noise: Office, factory, street, traffic, airplane, animals, party, music
  - Speech: Accented, deliberate, fast, slow, lisp, slang, taped/recorded, stuttered, slurred



Manner: Calm, angry, rational, coherent, incoherent

- Time of call
- Exact words
- Phone number (Caller ID)
- Any pertinent information

Call, or have someone else call, USC Police at 911.

State your location and report the information noted from the threat

If you are unable to speak, dial 911 and leave the line open to allow emergency officer to listen to the conversation

## **Division of Law Enforcement and Safety > Crime Prevention & Safety**

### **Resources >**

#### **ACTIVE SHOOTER**

Over the past few decades, violent events have occurred in workplaces and schools with catastrophic results. If you are involved in a situation where someone has entered the building and begun shooting, the following actions are recommended:

If an active shooter is OUTSIDE your building:

- Proceed to a room that can be locked.
- Close, lock, and barricade windows and doors.
- Turn off the lights.
- Get down low, ensuring you are not visible from the outside.
- Silence all cell phones and remain quiet.
- Have one person call 911.
- Do not unlock the door or respond to voices unless absolutely certain it is the police.

If an active shooter is INSIDE your building:

- Determine whether the room can be locked.
- If so, follow the instructions above.
- If not, determine if there is a nearby room that can be locked and whether it is safe to proceed or whether it is safe to escape outside.

If an active shooter enters your room:

- Try to remain calm.
- If possible, dial 911. If you cannot speak, leave the line open to allow the dispatcher to hear what is going on.
- If you are unable to escape or hide, act within your abilities, but do not do anything to further jeopardize your safety.
- If the shooter leaves, proceed immediately to a safer location.

## **CAMPUS SAFETY RESOURCES:**

### **Video**

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[readyhouston.tx.gov](http://readyhouston.tx.gov) has produced this video to educate the public on some options if faced with an active shooter situation. If your group or class is interested in this topic and would be interested in more information, we would encourage you to contact us to schedule a class taught by a certified instructor.

**Warning:** This video contains some violent content.

[Run. Hide. Fight. Surviving an Active Shooter Event.](#)

### **Presentation**

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**Community Response to an Active Shooter** is a presentation to educate you on what to expect in the event of an active shooter: what to do, how to protect yourself and how police will respond. Request this presentation for your U101 class, academic course, meetings, student / faculty organizations, residence halls, and other meetings free of charge. Contact Major Geary at (803)777-0507 or email him at [iageary@mailbox.sc.edu](mailto:iageary@mailbox.sc.edu)

- **Active Shooter**
- **Behavioral Intervention**
- **Emergency Call Boxes**
- **Holiday Safety**
- **Identity Theft Safety**
- **Make An Anonymous Tip**
- **Moped, Motorcycle and Scooter Safety**
- **RAIDS Online Crime Mapping**
- **Rave Guardian Safety App**
- **Register Your Property**
- **Request An Officer For An Event**
- **Request Training or a Presentation**
- **Safety Tips**
- **Sex Offender Registry**
- **Workplace Violence**

1415 Henderson Street  
(1600 Hampton Street Annex)  
Columbia, SC 29208

# USC SCHOOL OF MEDICINE

## VA Campus

### Building 1

B-1 Classroom  
 B-1A Classroom  
 Cell Biology & Anatomy  
 Instrumentation Resource Facility  
 Pathology, Microbiology & Immunology  
 Pharmacology, Physiology & Neuroscience

### Building 2

Pathology, Microbiology & Immunology

### Building 3

Admissions & Enrollment Services  
 Alumni Office  
 Curricular Affairs & Faculty Support  
 Facilities Management & Support Services  
 Custodial, Health and Safety  
 Graduate Studies  
 Medical Education & Academic Affairs  
 Minority Affairs  
 MII Classroom  
 Office of the Dean  
 Student Services  
 Student & Career Services

### Building 4

Department of Laboratory Animal Resources  
 Research Labs  
 Student Lounge

### Building 101

Medical Library  
 Office of Information Technology  
 Physician's Assistant Program  
 Nurse Anesthesia

### Building 104

MI Classroom

### Building 28

Radiology  
 Research Labs  
 Ultrasound Institute

### Building 9

Research Labs



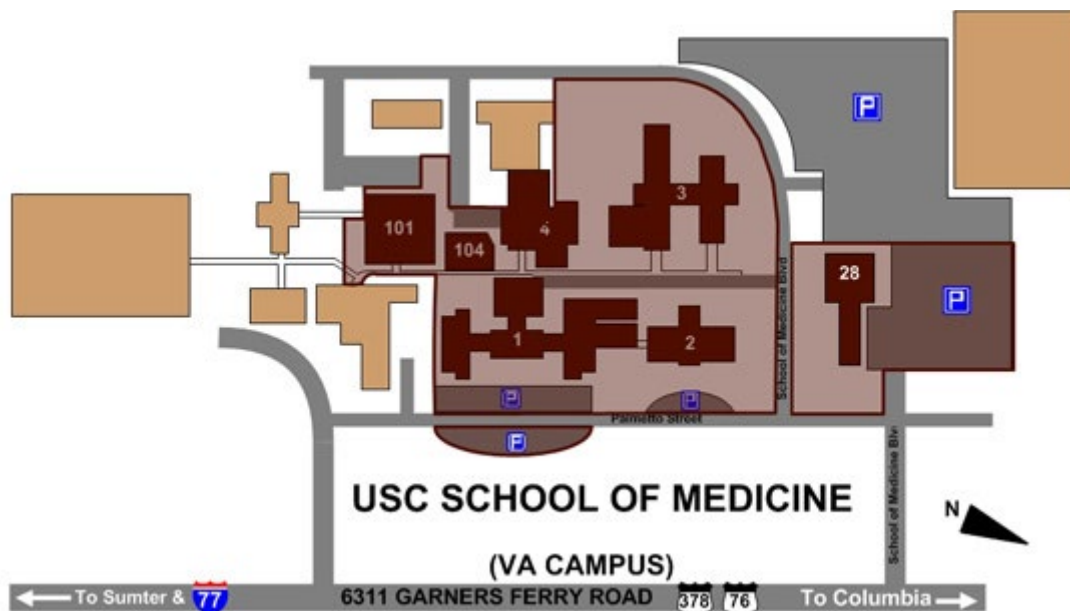
**Parking**



**VA Hospital**



**School of Medicine**

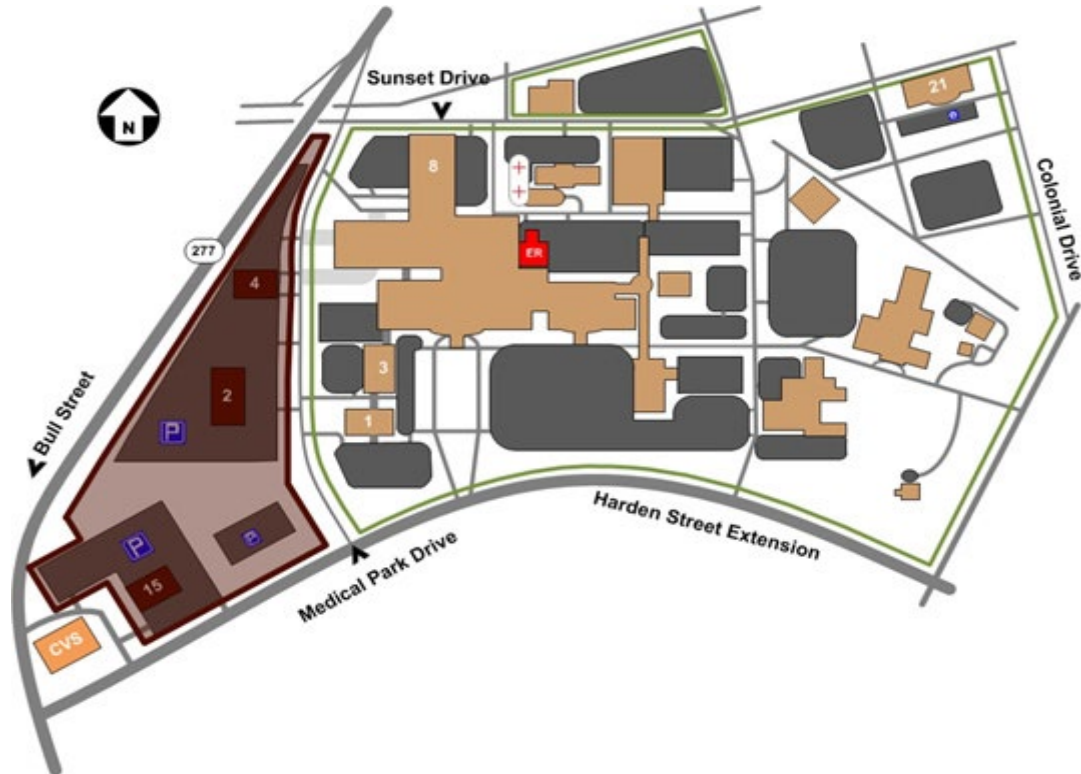


**Palmetto Health Richland Campus**

- Medical Park 1**  
Internal Medicine  
Office of Information Technology
- Medical Park 2**  
Internal Medicine  
Orthopedic Surgery  
Surgery  
Obstetrics & Gynecology-  
Dean's Conference Center
- Medical Park 4**  
Ophthalmology

- Medical Park 8**  
Neurology
- Medical Park 9**  
Pediatrics
- Medical Park 15**  
Neuropsychiatry  
Dean's Office  
Continuous Professional development &  
Strategic Affairs  
Trust Office  
Facilities
- Medical Park 21**  
Family & Preventive Medicine

Parking
  School of Medicine
  PHR Hospital
  PHR Hospital Smoke-Free





PALMETTO HEALTH RICHLAND	
1 One Medical Park	14 Fourteen Medical Park
2 Two Medical Park University Specialty Clinics	15 Fifteen Medical Park
3 Three Medical Park	17 HealthSouth Rehabilitation Hospital
4 Four Medical Park – SC Eye Institute	18 Caring House
5 Palmetto Health Richland	19 Smith House
5A Emergency Room	19A Smith House Cottage
6 Six Medical Park	20 Ronald McDonald House
7 Palmetto Health South Carolina Cancer Center	21 1801 Sunset Clinics
9 Nine Medical Park	22 The Garden at Palmetto Health Richland
10 Ten Medical Park	
11 Richland Springs	
12 Palmetto Health Richland Day Care	
13 Energy Facility	
	P Parking



FM & SS - Safety Services  
School of Medicine

TO: All Employees and Students  
USC School of Medicine

FROM: Jonathan Crain  
FM & SS - Custodial & Safety Services  
USC School of Medicine

DATE: February 26, 2024

SUBJECT: **USC School of Medicine Work-Related Injury Policy**

Effective immediately, all **School of Medicine** employees (clinical and non- clinical on all campuses) and students, who sustain **work-related injuries/illnesses**, should follow the attached procedure:

(However, in case of **extreme emergency**, call 911.)

Encl.

**UNIVERSITY OF SOUTH CAROLINA  
SCHOOL OF MEDICINE  
WORK-RELATED INJURY POLICY**

This policy and procedures apply to all University of South Carolina School of Medicine employees and students.

**EMERGENCY RESPONSE ACTIONS FOR INJURIES IN SCHOOL OF MEDICINE**

**The following are basic instructions for various emergency incidents:**

**ACCIDENT**

- For vaccines or titers, please contact USC Student Health Center Allergy, Immunization and Travel Clinic (AIT) by phone (803) 777-9511 or email at [SHSIMSOM@mailbox.sc.edu](mailto:SHSIMSOM@mailbox.sc.edu)
- Please note that you will need to make an appointment for Immunizations.
- Please email all medical records request to [SHSIMSOM@mailbox.sc.edu](mailto:SHSIMSOM@mailbox.sc.edu) and allow 48-72 hours for medical records to be filled out and sent back.
- If you have a needle stick, Jennifer Evans is your point of contact. You may call my office at (803) 216-3374 or cell at (803) 559-0419 during business hours of 8:30-4:30. If you experience a needle stick after these business hours please report to the nearest ED and notify me the next business day. Please be mindful that this is my personal cell and only call during business hours.
- For injuries not related to needle sticks or exposures and are work related injuries/illnesses:

If it is a life-threatening injury or illness call 911 first.

Work-related Injuries / Illnesses requiring medical treatment call CompEnduim 877-709-2667

Complete Supervisor Report HR form 81-c and Employee Injury Report HR form 81-b and submit to HR [workerscomp@mailbox.sc.edu](mailto:workerscomp@mailbox.sc.edu)

Work-related injuries / Illnesses not requiring medical treatment.

Complete Supervisor Report HR form 81-c and Employee Injury Report HR form 81-b and submit to HR [workerscomp@mailbox.sc.edu](mailto:workerscomp@mailbox.sc.edu)

### **For Needle Stick Injuries**

- You should seek treatment as soon as possible after exposure to a dirty needle or human blood or body fluids.
- If possible, wash or flush the exposed area with soap and/or water immediately.

For employees or students working in satellite clinics and hospitals that are located out of town:

- Report to the nearest hospital's Emergency Department.
- If you do not receive immediate attention for a blood borne pathogen exposure, call the USC Campus Police Department at (803) 777-4215.

## **Automated External Defibrillator (AED) Policy USC School of Medicine**

### **PURPOSE:**

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims, who are unconscious, not breathing normally and showing no signs of circulation such as normal breathing, coughing or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

### **DEFINITIONS:**

**Automated External Defibrillator or AED** means an automated external defibrillator which is a medical device heart monitor and defibrillator that:

- (a) Has received approval of its pre-market notification filed pursuant to the United States Code, Title 21, Section 360(k), from the United States Food and Drug Administration;
- (b) Is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and
- (c) Upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual's heart.



**Automated External Defibrillator Response Team or AED Response Team** means the individuals at the USC School of Medicine Veterans Administration (VA) and/or Palmetto Health Richland (PHR) facilities where an AED(s) is located who have been trained to use an AED.

**Trained Rescuers** means a person identified by the person or entity acquiring an AED who has received training in the use of a Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators.

**Sudden Cardiac Arrest (SCA)** – refers to a sudden stop in the beating of the heart when the electrical impulses of the human heart malfunction causing ventricular fibrillation, an erratic and ineffective rhythm, characterized by the absence of a pulse, and respiration.

**Immunity from civil liability for use of AED in compliance with requirements:**

- (1) Any person or entity acting in good faith and gratuitously shall be immune from civil liability for the application of an AED unless the person was grossly negligent in the application.
- (2) Any designated AED users meeting the requirements of Section 44-76-30(1) and acting according to the required training shall be immune from civil liability for the application of an AED unless the application was grossly negligent.
- (3) A person or entity acquiring an AED and meeting the requirements of Section 44-76-30 or an AED liaison meeting the requirements of Section 44-76-30 shall be immune from civil liability for the application of an AED by any person or entity described in items (1) or (2) of this section.
- (4) A prescribing physician shall be immune from civil liability for authorizing the purchase of an AED, unless the authorization was grossly negligent.



## **USC School of Medicine Automated External Defibrillator Staff**

### **MEDICAL OVERSIGHT DIRECTOR**

**Dr. William D. Anderson III**  
**Associate Dean for Clinical Affairs and Chief Medical Officer**  
**15 Medical Park, Suite 300**  
**Columbia, SC 29203**

### **Director**

**Jonathan Crain**  
**Custodial, Health & Safety Services Manager**  
**USC School of Medicine**  
**Building 3, Room 009**  
**Columbia, SC 29209**  
**(803) 216-3159 (Office) - (803) 960-2118 (Cell)**

**VA CAMPUS - AED SITE CONTACT PERSON----- Jonathan Crain**

**15 MEDICAL PARK- AED SITE CONTACT PERSON----- Faron Brooks**

**II MEDICAL PARK - AED SITE CONTACT PERSON----- Faron Brooks**

**IV MEDICAL PARK - AED SITE CONTACT PERSON -----Faron Brooks**

**LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATOR'S  
&  
PERSONNEL WITH KEY TO TURN OFF ALARM**

The University of South Carolina - School of Medicine has 9 Automated External Defibrillators throughout both the VA and PHR campuses. They are located in the following places:

**VA CAMPUS**

1.) Located in building # 1 on the 1st floor across from the elevators on the 1st floor.  
**(Key is held by FMSS 216-3150)**

2.) Located in building # 2 on the 1st floor beside the elevator.  
**(Key is held by FMSS 216-3150)**

3.) Located in building # 28 on the 1st floor beside the men's room.  
**(Key is held by FMSS 216-3150)**

4.) Located in building # 4 on the 1st floor beside the student kitchen.  
**(Key held by FMSS 216-3150)**

5.) Located in building # 101 in the Library across from Receptionist Desk.  
**(Key is held by at the Receptionist Desk 216-3200, also by FMSS 216-3150)**

6.) Located in building # 3 beside the elevator on the back hall.  
**(Key held by FMSS 216-3150)**

**PHR CAMPUS**

7.) Located in 15 Medical Park on the 1st floor foyer beside Support Services.  
**(Key is held by Faron Brooks-391-1046) FMSS 216-3150**

8.) Located in 2 Medical Park on the 2nd floor to the right of the elevator as you exit.  
**(Key is held by Faron Brooks-391-1046) FMSS 216-3150**

9.) Located in 4 Medical Park on the 2nd floor across from the elevator.  
**(Key is held by Faron Brooks-301-1046) FMSS 216-3150**

**Response Procedure**

In the event of a medical emergency involving a cardiac arrest victim, the responder should immediately call 911 and inform the dispatcher of the incident, location and provide a phone

number. An AED-trained individual should transport, or have another person bring the AED to the scene.

### **Initial Response**

- Assess responsiveness of the victim. Tap the shoulder and shout: "Are you OK?"
- Check ABC's:

A. Assess airway. Head tilt, chin lift to open airway.

B. Assess breathing. Look listen and feel. If not breathing, use mask to deliver two rescue breaths.

C. Assess circulation. Check pulse. If absent, and the AED is immediately available, begin its use. If AED is unavailable, begin chest compressions and continue CPR.

### **Early Defibrillation**

- Place the AED near head of the victim.
- Turn on the unit and follow AED prompts.
- Bare the chest. If excessive hair, shave away and dry the chest.
- Make sure the victim is not in contact with water or any metal objects.
- Apply electrodes to bare chest.
- Connect electrodes to AED.
- Allow AED to analyze data. Do not touch victim.
- If indicated, administer a shock. Be sure nobody touches victim.
- Continue as indicated by AED prompts.

### **Transfer of Care**

When EMS arrives, responders working on the victim should communicate important information to the EMS providers:

- Victim's name, if known.
- Any known medical problems, medications, or allergies.
- Time victim was found.
- Initial and current condition of victim.
- Number of shocks delivered, and length of time AED used.
- Assist EMS providers as requested.

### **Post-Use Procedure**

The authorized user should place the AED in a secure location.

The Campus AED Coordinator should be notified no more than twenty four hours after the incident.

The Coordinator will take the following actions:

- Replace used electrode pads, batteries, razors, gloves and other items.
- Unused supplies will be inspected for damage and replaced as needed.
- The electronic data card will be removed from the AED.
- Battery will be removed and re-inserted into the AED to do a Battery Insertion Test.
- The AED will be cleaned if needed.
- The incident will be documented using the AED Incident Report Form.
- A copy of the AED Incident Report Form and the incident's data card will be forwarded to the Medical Oversight Coordinator no more than twenty four hours after the incident.



**AUTOMATED EXTERNAL DEFIBRILLATOR  
AED INCIDENT REPORT**

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

VICTIM'S NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

AED PROGRAM COORDINATOR: \_\_\_\_\_

WITNESSES \_\_\_\_\_

NAME OF AED USER: \_\_\_\_\_

AED USER TELEPHONE NUMBER: \_\_\_\_\_

WAS 911 CALL? YES \_\_\_\_\_ NO \_\_\_\_\_

NAME OF PERSON WHO CALLED 911: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

USER'S SIGNATURE: \_\_\_\_\_

<b>AUTOMATED EXTERNAL DEFIBRILLAT OR UNITS</b>	<b>NUMBER</b>	<b>LOCATION</b>	<b>AED</b>	<b>SERIAL#</b>	<b>INSPECTED</b>
G5A-80P1	144504	VA BLDG. # 1	G5AAED	D00000144504	
G5A-80P1	144523	VA BLDG. # 2	G5AAED	D00000144523	
G5A-80P1	144506	VA BLDG. # 4	G5AAED	D00000144506	
G5A-80P1	144527	VA BLDG. # 28	G5AAED	D00000144527	
G5A-80P1	144439	VA BLDG. # 101	G5AAED	D00000144439	
G5A-80P1	144454	VA BLDG. # 3	G5AAED	D00000144454	
G5A-80P1	144778	4 MEDICAL PARK	G5AAED	D00000144778	
G5A-80P1	144451	15 MEDICAL PARK	G5AAED	D00000144451	
G5A-80P1	144558	2 MEDICAL PARK	G5AAED	D00000144558	

# HURRICANE PREPAREDNESS GUIDE

## 2020-2021

### Hurricane Safety

Learn how to keep your home and family safe during a hurricane or typhoon.



### Need Help Now?

If you are in immediate need of help, please [contact your local Red Cross](#) or [find an open shelter](#).

- [About](#)
- [Before](#)
- [During](#)
- [After](#)

### About

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Hurricanes are strong storms that can be life-threatening as well as cause serious hazards such as flooding, storm surge, high winds and tornadoes. Learn what to do to keep your loved ones safe!

### Hurricane or Typhoon?

They are the same type of storm – the name changes based on where they occur. [Learn about these storms and how they are measured](#).

## Prepare for Hurricanes

### VIDEO: 3 Easy Steps to Prepare



#### Prepare in Advance

Be sure you're Red Cross Ready. That means:

- Assembling an [emergency preparedness kit](#).
- Creating a [household evacuation plan](#) that includes your pets.
- Staying informed about your community's risk and response plans.
- Educating your family on how to use the [Safe and Well website](#).
- Download the Emergency App for [iPhone >>](#) or for [Android >>](#)

#### How to Prepare Before a Hurricane

##### Protecting Your Family

- Talk with your family about what to do if a hurricane strikes. Discussing hurricanes ahead of time helps reduce fear, particularly for younger children.
- Ensure that every member of your family carries a [Safe and Well wallet card](#).
- Make sure you have access to NOAA radio broadcasts:
  - Find an [online NOAA radio station](#)
  - Search for a NOAA radio app in the Apple Store >> or Google Play>>
  - Purchase a battery-powered or hand-crank NOAA radio in the [Red Cross Store](#)
- Keep insurance policies, documents, and other valuables in a safe-deposit box. You may need quick, easy access to these documents. Keep them in a safe place less likely to be damaged if a hurricane causes flooding. Take pictures on a phone and keep copies of important documents and files on a flash drive that you can carry with you on your house or car keys.

##### Protecting Your Pets & Animals

- Prepare a [pet emergency kit](#) for your companion animals.

##### Protecting Your Home

- Protect windows with permanent storm shutters or invest in one-half inch marine plywood that is pre-cut to fit your doors and windows.
- Identify a place to store lawn furniture, toys, gardening tools and trash cans (away from stairs and exits) to prevent them from being moved by high winds and possibly hurting someone.
- Clear loose and clogged rain gutters and downspouts to prevent flooding and unnecessary pressure on the awnings.
- Remember that standard homeowners insurance doesn't cover flooding but flood insurance does. Get information at [www.FloodSmart.gov](http://www.FloodSmart.gov).



**Right Before:**

Listen to local area radio, [NOAA radio](#) or TV stations for the latest information and updates.

- [Be prepared to evacuate](#) quickly and know your routes and destinations. Find a local [emergency shelter](#).
- Check your [emergency kit](#) and replenish any items missing or in short supply, especially medications or other medical supplies. Keep it nearby.
- Then, If You Can, Do This
  - Fill plastic bottles with clean water for drinking.
  - Fill bathtubs and sinks with water for flushing the toilet or washing the floor or clothing.
  - Fill your car's gas tank, in case an evacuation notice is issued.
  - Turn off propane tanks and unplug small appliances.
  - Bring in anything that can be picked up by the wind, such as bicycles and patio furniture.
- If You Still Have Time, Do This
  - Move your furniture and valuables to higher floors of your home.
  - Turn off utilities if told to do so by authorities to prevent damage to your home or within the community. If you shut your gas off, a professional is required to turn it back on.
  - Unplug small appliances to reduce potential damage from power surges that may occur.
- If You Have Pets or Livestock
  - Consider a precautionary evacuation of your animals, especially any large or numerous animals. Waiting until the last minute could be fatal for them and dangerous for you.
  - Where possible, move livestock to higher ground. If using a horse or other trailer to evacuate your animals, move sooner rather than later.
  - Bring your companion animals indoors and maintain direct control of them. Be sure that your [pet emergency kit](#) is ready to go in case of evacuation.

**During****Staying Safe During a Hurricane**

- Stay indoors.
- Don't walk on beaches, riverbanks or in flood waters.
- Use flashlights in the dark if the power goes out. Do NOT use candles.
- Continue listening to local area radio, [NOAA radio](#) or TV stations for the latest information and updates.
- Avoid contact with floodwater. It may be contaminated with sewage or contain dangerous insects or animals.
- Turn off the power and water mains if instructed to do so by local authorities.

**Staying Safe Outdoors**

- Don't walk, swim or drive through floodwater. Just six inches of fast-flowing water can knock you over and two feet will float a car.
- If caught on a flooded road with rapidly rising waters, get out of the car quickly and move to higher ground.
- Don't walk on beaches or riverbanks.
- Don't allow children to play in or near flood water.
- Avoid contact with floodwater. It may be contaminated with sewage or contain dangerous insects or animals.

- Stay out of areas subject to flooding. Underpasses, dips, low spots, canyons, washes, etc. can become filled with water.

## After

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### After a Hurricane

- Let friends and family know you're safe - Register yourself as safe on the Safe and Well website
- If evacuated, return only when authorities say it is safe to do so.
- Continue listening to local news or a NOAA Weather Radio for updated information and instructions.
- Stay alert for extended rainfall and subsequent [flooding](#).
- Caring For Yourself & Loved Ones
- Pay attention to how you and your loved ones are experiencing and handling stress. Promote [emotional recovery](#) by following these tips.
- Do not use water that could be contaminated to wash dishes, brush teeth, prepare food, wash hands, make ice or make baby formula.
- Watch animals closely and keep them under your direct control.
- Help [people who require additional assistance](#)—infants, elderly people, those without transportation, large families who may need additional help in an emergency situation, people with disabilities, and the people who care for them.
- Returning Home Safely
- Stay out of any building that has water around it.
- Keep away from loose or dangling power lines. Report them immediately to the power company.
- Follow these tips for inspecting your [home's structure](#) and [utilities & systems](#) after a hurricane.
- Take pictures of home damage, both of the buildings and its contents, for [insurance purposes](#).

### Cleaning and Repairing Your Home

- Wear protective clothing, including rubber gloves and rubber boots, and be cautious when cleaning up.
- Learn more about how to clean up after a hurricane, including the supplies you'll need, how to deal with contaminated food and water, and how to repair water damage.
- Don't just repair your home, build in hurricane-resistant features to help protect against future storms:
  - Secure double entry doors at the top and bottom.
  - Strengthen garage doors to improve wind resistance, particularly double-wide garage doors.
  - Select trees that are not as subject to uprooting to replace any damaged ones. A gardening or landscaping professional can give you excellent advice.
  - If your home has been significantly damaged and will require rebuilding parts or all of it, consider building a safe room.

### Ask a Professional to

- Ensure roof sheathing is properly installed.
- Ensure end gables are securely fastened to the rest of the roof.
- Fasten the roof to the walls with hurricane straps.
- Elevate your home if it's near the coast and subject to flooding from storm surge.

### **Download the Hurricane Safety Checklist**

Checklist Available in Multiple Languages

- [Hurricane Safety Checklist - English](#)
- [Hurricane Safety Checklist - Arabic](#)
- [Hurricane Safety Checklist - Chinese](#)
- [Hurricane Safety Checklist - French](#)
- [Hurricane Safety Checklist - Haitian](#)
- [Hurricane Safety Checklist - Korean](#)
- [Hurricane Safety Checklist - Spanish](#)
- [Hurricane Safety Checklist - Tagalog](#)
- [Hurricane Safety Checklist - Urdu](#)
- [Hurricane Safety Checklist - Vietnamese](#)

### **Download the FREE Emergency App**

Find our Emergency App in the [Apple Store](#) or [Google Play](#)

Aplicación de Emergencias - ahora disponible en [español](#) también!

### **Monster Guard App**

For kids aged 7-11. This app teaches preparedness for real-life emergencies at home with the help of Maya, Chad, Olivia and all the monsters.



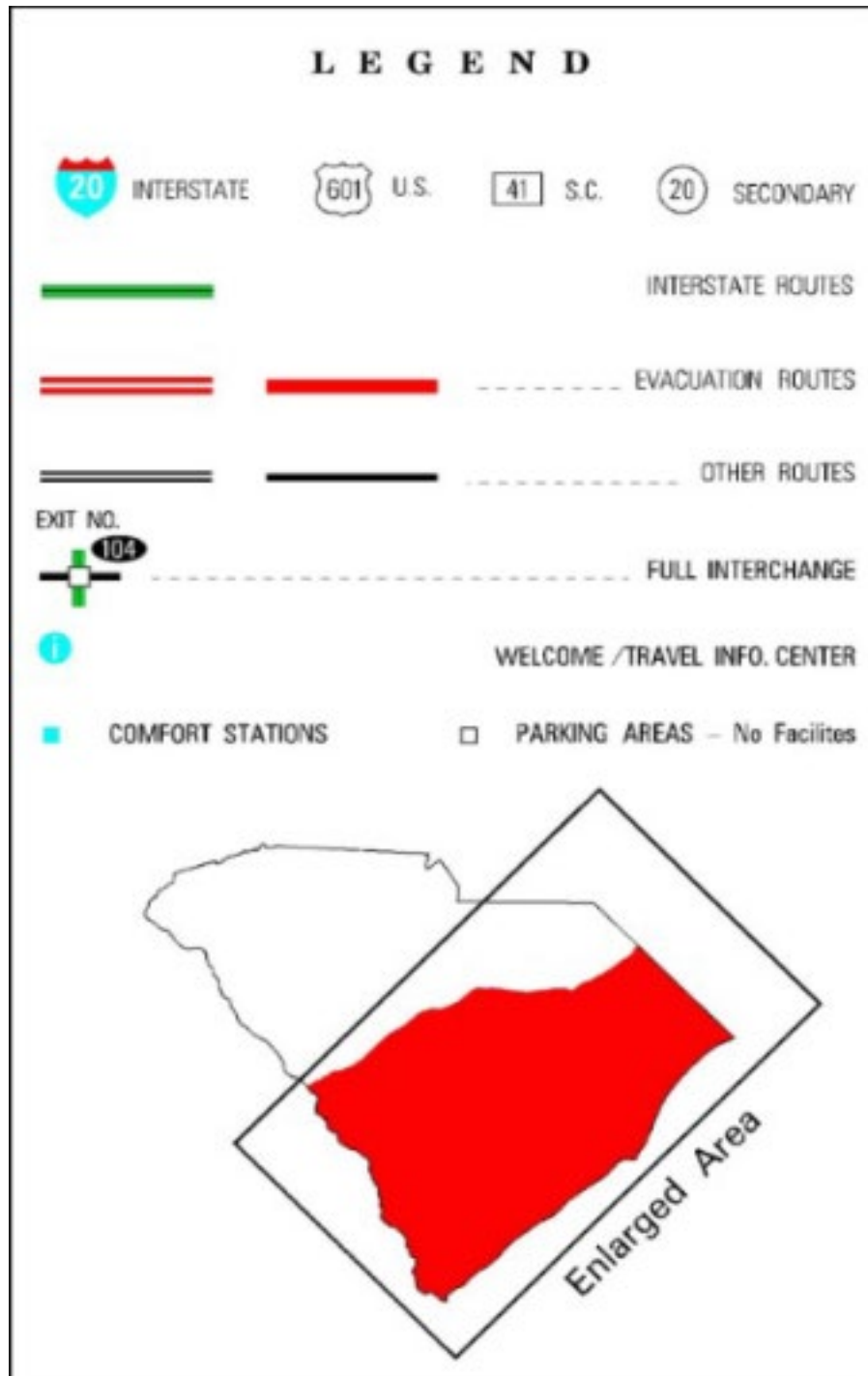
**Or text:** "MONSTER" to 90999

### **Additional Information**

- [How We Help During Hurricanes](#)
- [Hurricane vs. Typhoon](#)
- [Flood](#)
- [Power Outage](#)

## Route Information Coordinated through SCDPS and SCDOT.





## **Appendix A**

### **VA Building # 9 Contact Information**

#### **Research Lab Emergency Call Roster**

K. Sue Haddock, PhD, ACOS/R&D  
Office: 803-776-4000 ext. 6670  
Home: 803-787-5808  
Cell: 803-206-3787

Ken Thibodeaux  
Office: 803-776-4000 ext. 6632  
BB: 803-201-8660

#### **If Hazardous Material Incident**

Jeffery K. Brown / VA Dorn  
Industrial Hygiene/GEMS Coordinator  
Office: 803-776-4000 ext. 6824  
Pager: 813-355-0109  
Cell: 803-479-3370

Lisa Freeburg  
Lab Manager  
Cell: 913-220-5706  
Office: 803-776-4000 ext. 4453

#### **Chair - Safety Committee**

Steve Viesselmann  
Office: 1 (803) 776-4000 ext. 4842

For HVAC system malfunctions, contact the Engineering Control Center: 803-776-4000 ext. 7588 (24 hrs)

## **Appendix B**

### **Animal Facility Emergency Call Roster**

K.Sue Haddock, PhD, ACOS/R&D  
Office: 803-776-4000 ext. 6670  
Home: 803-787-5808  
Cell: 803-206-3787

Ken Thibodeaux  
Office: 803-776-4000 ext. 6632  
BB: 803-201-8660

#### **If Hazardous Material Incident**

Jeffery Brown / VA Dorn  
Industrial Hygiene/GEMS Coordinator  
Office: 803-776-4000 ext. 6824  
Pager: 813-355-0109  
Cell: 803-479-3370

#### **USC School of Medicine, DVAMC Campus**

David Ackerman, USC Facilities Manager  
Office: 803-777-8106

#### **If Animals need Relocation**

**Benedict College in Columbia, SC**  
Dr. Samir Raychoudhury, IACUC Chair  
Office: 803-705-4586

#### **Charlie Norwood VA Medical Center in Augusta, GA:**

James Hill, Administrative Officer  
706-823-2238

#### **If Animal Health Incident**

Shane Barlow, DVM, PhD, DACLAM  
Attending Veterinarian  
Cell: 803-528-1577

Back-up Veterinarian  
M.A. McCracken, DVM, PhD,  
DACVS, DACLAM, CMAR  
Office: 843-876-5206

Ray Griffin, ARF Supervisor  
Office: 706-733-0188 ext. 2550  
Cell: 706-830-0425

**Note:** Other Research Service Personnel may be contacted as needed. Those named above are key personnel in their areas and will be able to coordinate disaster activities within the animal facility.

Lawrence Reagan, PhD  
VA IACUC Chairperson  
Cell: 347-678-0863

**For HVAC system malfunctions, contact the Engineering Control Center: 803-776-4000 ext. 7588 (24 hrs)**

## **Appendix C**

WJB Dorn VA Medical Center  
Research Services

Safety Handbook  
And  
Chemical Hygiene Plan

For the Laboratory Safety Manual and Chemical Hygiene Plan  
Click on:

[https://sc.edu/about/offices\\_and\\_divisions/ehs/research\\_and\\_laboratory\\_safety/chemical\\_and\\_lab\\_safety/chemical\\_hygiene\\_plan/index.php](https://sc.edu/about/offices_and_divisions/ehs/research_and_laboratory_safety/chemical_and_lab_safety/chemical_hygiene_plan/index.php)



**Appendix D**

**Environmental Health and Safety  
University of South Carolina  
Procedures for Laboratory Emergencies**

**Call 911 for all medical and life-threatening emergencies!**

**Provide the following information to 911 dispatch**

- Your name and phone#
- Incident location: **this address, building and room#**
- Injured person, *if any*, specific injury and location; request ambulance *if needed*
- Hazardous materials involved, *if known*
- What happened; describe activities that caused the incident and your initial response
- Other relevant information that may help responders evaluate and stabilize the incident
- Other information asked by dispatch

**Laboratory Information**

Building & Room: ( )                      Lab Phone #: ( )

Contact the following if an incident occurs in this laboratory.

- |                          |                |
|--------------------------|----------------|
| (Principal Investigator) | (Cell Phone #) |
| (Laboratory Manager)     | (Cell Phone #) |
| (Alternate Person 1)     | (Cell Phone #) |
| (Alternate Person 2)     | (Cell Phone #) |
| (Alternate Person 3)     | (Cell Phone #) |

The following emergency equipment are available in this lab:

- Fire extinguisher in *specific location in the room*
- Emergency shower in *specific location in the room*
- Eyewash in *specific location in the room*
- Chemical spill kit in *specific location in the room*
- First aid kit in *specific location in the room*

Additional emergency equipment *specify 1), 2)* can be found in *location*.

**If you see smoke and suspect a fire:**

1. Pull an emergency fire alarm.
2. Evacuate the building using the nearest exit stairway. Warn everyone on your way out.
3. Call 911 and provide information listed above.
4. Proceed to the designated evacuation area.

**If your clothing catches on fire:**

1. "STOP, DROP and ROLL". (If someone is on fire, instruct the person to drop to the ground and to roll back and forth).
2. Cover your face with your hands.
3. Never use a fire extinguisher on a person. Use a fire blanket to help smother the flames. A damp towel may be used if the fire does not involve water-reactive chemicals.

**Evacuation information**

Fire and other emergencies will require you to leave the building. In case of a fire, always use the stairs, not the elevator!

- *The nearest fire alarm is in location.*
- *The building evacuation route is posted in location.*
- *If this primary route is not safe, the other way out is location.*
- *All lab staff are to meet at this location after exiting the building.*
- *Designated Coordinator, person's name, will take attendance to ensure that everyone had safely evacuated.*
- *If you can provide information about the incident, proceed to the Incident Command on site.*
- *Do not re-enter the building until the Incident Commander has declared that it is safe to return!*

FOR EMERGENCIES NOT ADDRESSED IN THIS DOCUMENT, REFER TO <http://carolinaalert.sc.edu/>

#### **If there is a chemical or biological spill:**

1. Determine if it is a “major” or “minor” spill. A minor spill is one that is contained (*e.g.*, inside fume hood, biosafety cabinet) or small enough that it can be cleaned up safely with the spill kit available and where special personal protection (*i.e.* respirator) is not required.
2. Assist anyone who may have been contaminated or injured during the spill.
3. Clean up a minor chemical spill using your chemical spill kit and biological spills with your biological spill kit.
4. Call USC Police (803) 777-4215 and EH&S (803) 727-5706 or (803) 422-2122 for major spills and spills with mercury or HF.
5. Contain a major spill with appropriate absorbent, **only** if it can be done safely (*i.e.*, spill does not pose an inhalation hazard).
6. Post “Hazardous Chemical Spill - DO NOT ENTER” on entrance door and evacuate the area.
7. Do not re-enter until Emergency Responders or EH&S have cleaned up the spill and declared the building and laboratory safe for reentry.

#### **If your eyes or skin were exposed to chemicals or biological materials:**

1. Pull the safety shower lever to start the water flowing. For eyewashes, push lever to start the water flowing.
2. Wash off contaminants from your eyes by holding your eyes open to get the water under your eyelids.
3. Remove all contaminated clothing and shoes to effectively wash off skin contaminants.
4. Stay under the water for at least 15 min to wash off contaminant. If your skin came into contact with HF, wash HF off for 5 minutes, then start to massage liberal amount of calcium gluconate gel to affected area. Repeat application every 15 minutes.
5. Proceed to Center for Health and Well-being or the nearest ER for immediate treatment. Provide the Safety Data Sheet of the chemical or biological material involved.

#### **If there is a spill of, or exposure to radioactive materials:**

- Clean up small spills (<1 ml) by using an appropriate rad decontamination solution. Continue cleanup until contamination is less than 3X the background level.
- A spill where liquid is flowing or there is widespread powder contamination are considered a major a spill. Contain flowing liquid using an appropriate absorbent. Cover dry powder spill with a damp cloth. Call the Radiation Safety Office (803) 777-7530 or (803) 777-5269 immediately to request assistance.
- Report all incidents and near misses involving radioactive materials, no matter how small to the Radiation Safety Office.
- Personnel present in the lab at the time of the spill must have their clothing, shoes, hands and feet surveyed for contamination before leaving the vicinity to avoid spreading contamination beyond the laboratory room.
- If contamination is identified on clothing, immediately remove clothing and survey the underlying skin. If skin is contaminated, immediately wash with soap and water. Refer to *page 46* of the *Radiation Safety Manual* for more detailed instructions.
- If a laser injury to the eye and/or skin is suspected or known, or if an x-ray exposure is suspected or known, contact 911 immediately for transport to the nearest Emergency Room. Known or suspected eye injuries from a laser must be evaluated and treated by an ophthalmologist as soon as possible. Notify ER personnel the type of laser or x-ray that caused the injury.

## Appendix E

### EMERGENCY PHONE NUMBERS

Department/Agency/Safety Personnel	Phone Number	Type of Emergency
<b>Emergency Dispatch</b>	911 from any phone	Medical and other life-threatening emergencies such as fire, major spill, injury, others
<b>USC Police Department*</b>	(803) 777-4215	
<b>Environmental Health &amp; Safety (EHS)</b>	<p><u>Dial Area Code (803) for all numbers below:</u></p> <p>Chemical Spill: 727-5706 422-2122</p> <p>Fire Safety: 413-9359</p> <p>Chem &amp; Lab Safety: 351-9874</p> <p>Biological Safety: 622-3737</p> <p>Radiation Safety: 960-0169</p> <p>EH&amp;S Main Office: 777-5269</p>	Non-emergency ( <u>non-life threatening and does not require immediate attention</u> ) chemical spill, chemical exposure, unsafe conditions
<b>Department of Facilities*</b>	(803) 216-3150	Emergency and non-emergency facility repair requests
<b>After normal Business hours</b>	(803) 777-4215	
<b>Student Health Services</b>	(803) 777-3175	Medical treatment for USC Columbia students and employees during normal work hours
<b>Center for Health and Well-Being</b> 1401 Devine St. Columbia, SC 29208	<p><i>Fall and Spring Semesters</i></p> <p>Monday – Friday: 8 AM - 5 PM</p> <p>Sunday: 2PM – 8 PM</p> <p><i>Summer Hours</i></p> <p>Monday – Friday: 8:30 AM - 4:30 PM</p> <p><i>Closed on University holidays</i></p>	
<b>Prisma Health Richland Hospital Emergency Room</b>	(803) 434-7000	Emergency medical treatment for all USC students and employees after normal office hours
<b>Prisma Health Occupational Health Services</b>	803-296-3500	For lab workers working with animals - medical treatment for animal-related injuries during normal office hours
<b>1301 Taylor St, Suite 2H</b> Columbia, SC 29201	Monday–Friday, 7:30 a.m.–4:30 p.m. (closed Thursday noon–1 p.m.)	
<b>CompEndium Services</b>	877-709-2667  24/7	To schedule treatment for all work-related injuries

**\*School of Medicine Campus: call VA Police Emergency:(803) 695-6804**

**VA Police Non-emergency:(803) 695-7911**

**SOM-VA Facilities: (803) 216-3150**

**Appendix F**

**USC EHS Contact Information**

**BIOLOGICAL SPILL IN A LABORATORY**



<u>Contact Name</u>	<u>Office Phone</u>	<u>Mobile Phone</u>	<u>Home Phone</u>
I. Sherika Smith	(803) 777-1625	(803) 622-3737	(706) 616-5641
II. Mark Robbins	(803) 777-4042	(803) 920-7382	
III. Jocelyn Locke	(803) 777-7650	(803) 351-9874	(352) 672-0720

**BLOOD BORNE PATHOGENS INCIDENT**

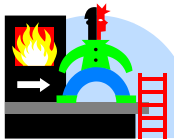
<u>Contact Name</u>	<u>Office Phone</u>	<u>Mobile Phone</u>	<u>Home Phone</u>
I. David Estey	(803) 576-6808	(803) 422-2122	
II. Sherika Smith	(803) 777-1625	(803) 622-3737	(706) 616-564

**LABORATORY CHEMICAL SPILL/INCIDENT**



<u>Contact Name</u>	<u>Office Phone</u>	<u>Mobile Phone</u>	<u>Home Phone</u>
I. Jeff Brannon		(803) 727-5706	
II. David Estey		(803) 422-2122	
III. Jocelyn Locke	(803) 777-7650	(803) 351-9874	(352) 672-0720
IV. Buddy Harley		(803) 528-8191	

**FIRE**



<u>Contact Name</u>	<u>Office Phone</u>	<u>Mobile Phone</u>	<u>Home Phone</u>
I. DJ. Woolwine		(803) 413-9359	
II. Billy Rea		(803) 260-3219	
III. Alexandra Johnson		(803) 553-9436	
IV. Buddy Harley		(803) 528-8191	

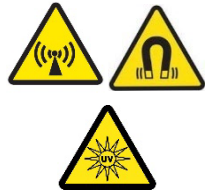
**ODOR**



<u>Contact Name</u>	<u>Office Phone</u>	<u>Mobile Phone</u>	<u>Home Phone</u>
I. Ty Russell		(803) 240-2992	
II. Ana Endsley		(803) 315-5348	



**RADIATION INCIDENT (MATERIALS/X-RAY/LASER/MAGNETS/RADIOFREQUENCY)**



	<u>Contact Name</u>	<u>Office Phone</u>	<u>Mobile Phone</u>	<u>Home Phone</u>
I.	Bryan Bagg	(803) 777-7530	(803) 960-0169	(803) 414-2113
II.	Jennifer Roose	(803) 576-6818	(803) 722-0152	(843) 557-8363
III.	Allen Boyd	(803) 777-2841	(803) 920-2684	(803) 652-3821

**ASBESTOS INCIDENT**



	<u>Contact Name</u>	<u>Office Phone</u>	<u>Mobile Phone</u>	<u>Home Phone</u>
I.	Ty Russell	(803) 777-9605	(803) 240-2992	
II.	Ana Endsley		(803) 315-5348	

**ENVIRONMENTAL SPILL/INCIDENT**



	<u>Contact Name</u>	<u>Office Phone</u>	<u>Mobile Phone</u>	<u>Home Phone</u>
I.	Tyler Drafts		(839) 810-6900	
II.	Buddy Harley		(803) 528-8191	

