



School of Medicine

Facilities Management
And Support Services

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

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DATE: January 16, 2018

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
2017-2018**

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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 777-4215**
- **SOM VA Campus Emergency Incident Numbers: *(DAYTIME)***
 - Facilities Management & Support Services 216-3150**
 - SOM Custodial, Health & Safety Services 216-3319**
- **USC Environmental Health & Safety 777-5269**
 - Radiation Safety**
 - Chemical /Biological Safety**
- **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).**

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PURPOSE:

The University of South Carolina 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 School of Medicine's Director of Facilities Management will distribute the Department Emergency Planning Guidelines, along with the University of South Carolina Emergency Management Plan, to the various departments on all School of Medicine campuses.
- The 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 University of South Carolina 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
- Active Shooter
- Hostage
- Tornadoes

To Implement an 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, and the 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 the roof as a last resort
 - Never use an elevator during a fire evacuation
 - Go to the Emergency Assembly Point

- **HAZARDOUS MATERIALS SPILL**
 - ***MINOR RELEASE IN THE LAB***
 - Follow lab eyewash, rinse or shower procedures
 - Vacate persons in immediate area if necessary
 - Clean spill if you have suitable training
 - Wear protective equipment
 - Use appropriate kit to contain, neutralize and absorb
 - Collect, containerize, and label waste

 - Call – During Working Hours:
 - 216-3319 (USCSOM Custodial, Health & Safety Services)
 - 216-3150 (USCSOM Facilities Management & Support Services)
 - 777-5269 (USC Environmental Health & Safety)
 - Call – After Working Hours:
 - 777-4215 - USC Police

Facilities Management & Support Services or Custodial, Health & Safety Services shall not clean up hazardous materials.

- Call 216-3319 to make arrangements to have chemical waste picked up (Custodial, Health & Safety Services)

Chemical Waste Pickup Request Form can be found at:

<http://custodial.med.sc.edu/Chemicals/chemicals.asp>.

- ***MAJOR RELEASE IN THE DEPARTMENT***

- **Call**

- 777-4215 – (USC Police)
- 777-5269 – (USC Environmental Health & Safety)
- 216-3150 – (USCSOM Facilities Management & Support Services)
- 216-3319 – (USCSOM Custodial, Health & Safety Services)

- **Material spilled, possible injuries:**

- Assist injured persons
- Isolate contaminated persons
- 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
 - After 4:30 PM and weekends, call USC Police 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 <http://carolinaalert.sc.edu/emergency-management-team/emergency-plans/>.

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 the 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 the 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 fire drills or an isolated and contained fire, a person with a disability may not have to evacuate. Suggested guidelines for different types of disabilities include the following:

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.

FIRE DRILLS AND OTHER EMERGENCY EVACUATIONS

Please adhere to 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 following 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.)

Monitors/Co-Monitors Responsibilities:

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 physically impaired 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 the 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, you 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.

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 or 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

Readyhoustontx.gov has produced a 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 encourage you to contact the Division of Law Enforcement and Safety to schedule a class taught by a certified instructor.

Warning: The video contains some violent content.

It can be accessed by opening the following hyperlink:

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

Presentation

Community Response to an Active Shooter is a presentation conducted by the USC Division of Law Enforcement and Safety 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. You may request this presentation for your University 101 class, academic course, department 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.

Brochure

A full online brochure has been developed for the University Community and can be accessed by clicking the following link:

<http://les.sc.edu/crime-prevention-and-safety-resources/active-shooter/>.

Other Safety Resources and Tips Offered by the Division of Law Enforcement and Safety:

- **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**

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
- Graduate Studies
- Medical Education & Academic Affairs
- Minority Affairs
- MII Classroom
- Office of the Dean
- Student Services
- Student & Career Services

Building 4

- Animal Resources Facility
- Research Labs
- Student Lounge

Building 101

- Medical Library
- Office of Information Technology
- Radiology

- Custodial, Health & Safety
- Physician's Assistant Program

- Nurse Anesthesia

Building 104

- MI Classroom

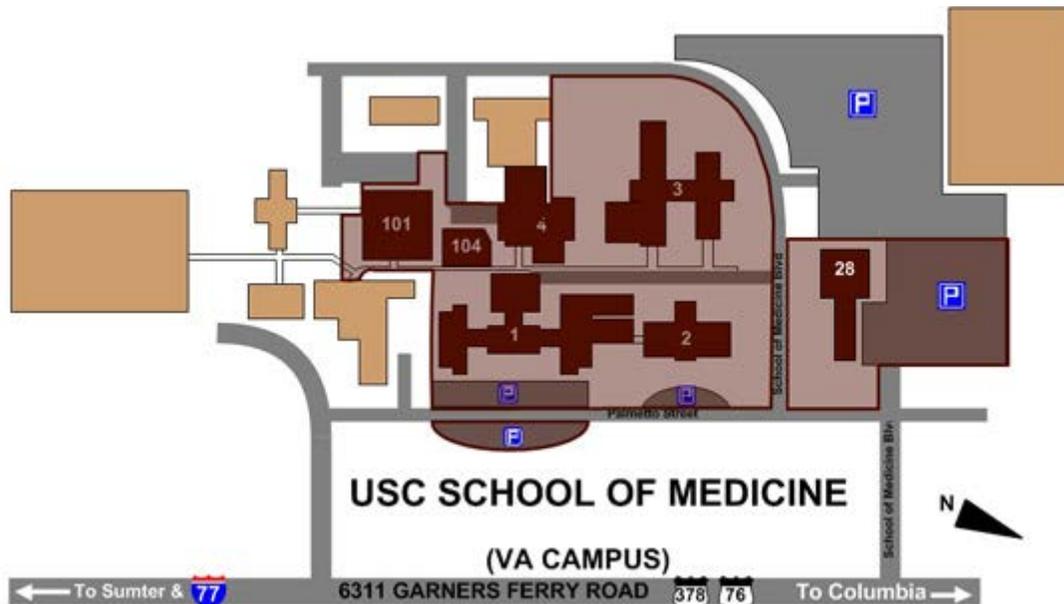
Building 28

- 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

Medical Park 8
 Neurology

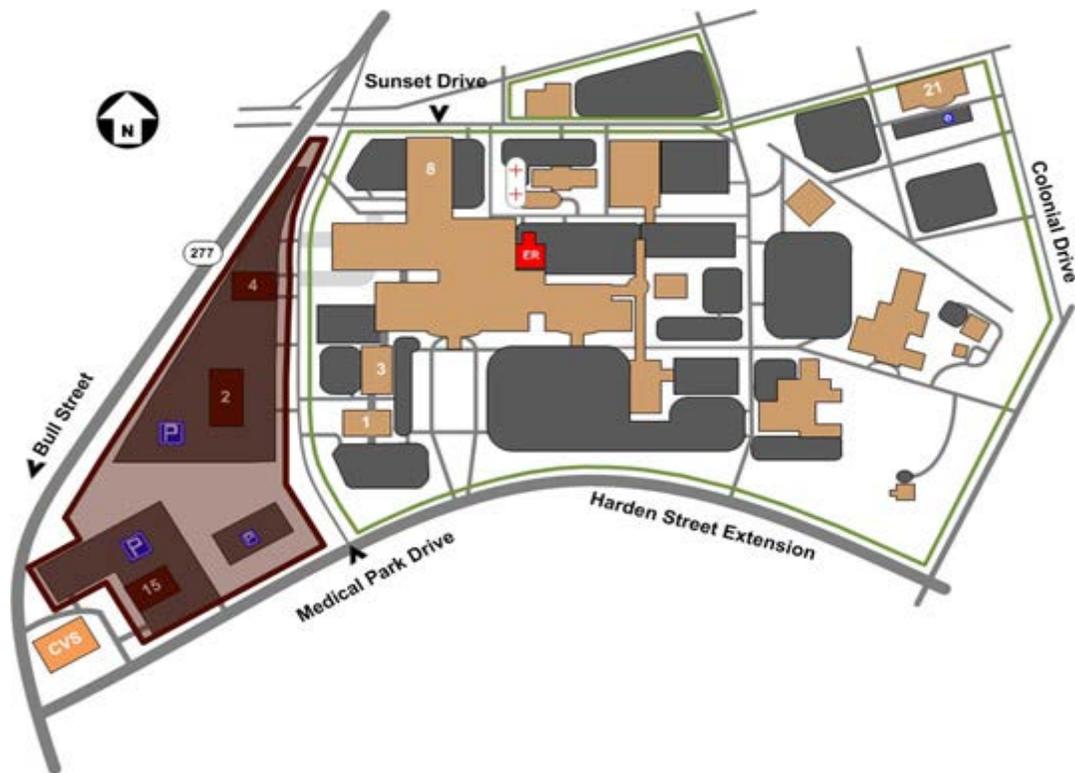
Medical Park 9
 Pediatrics

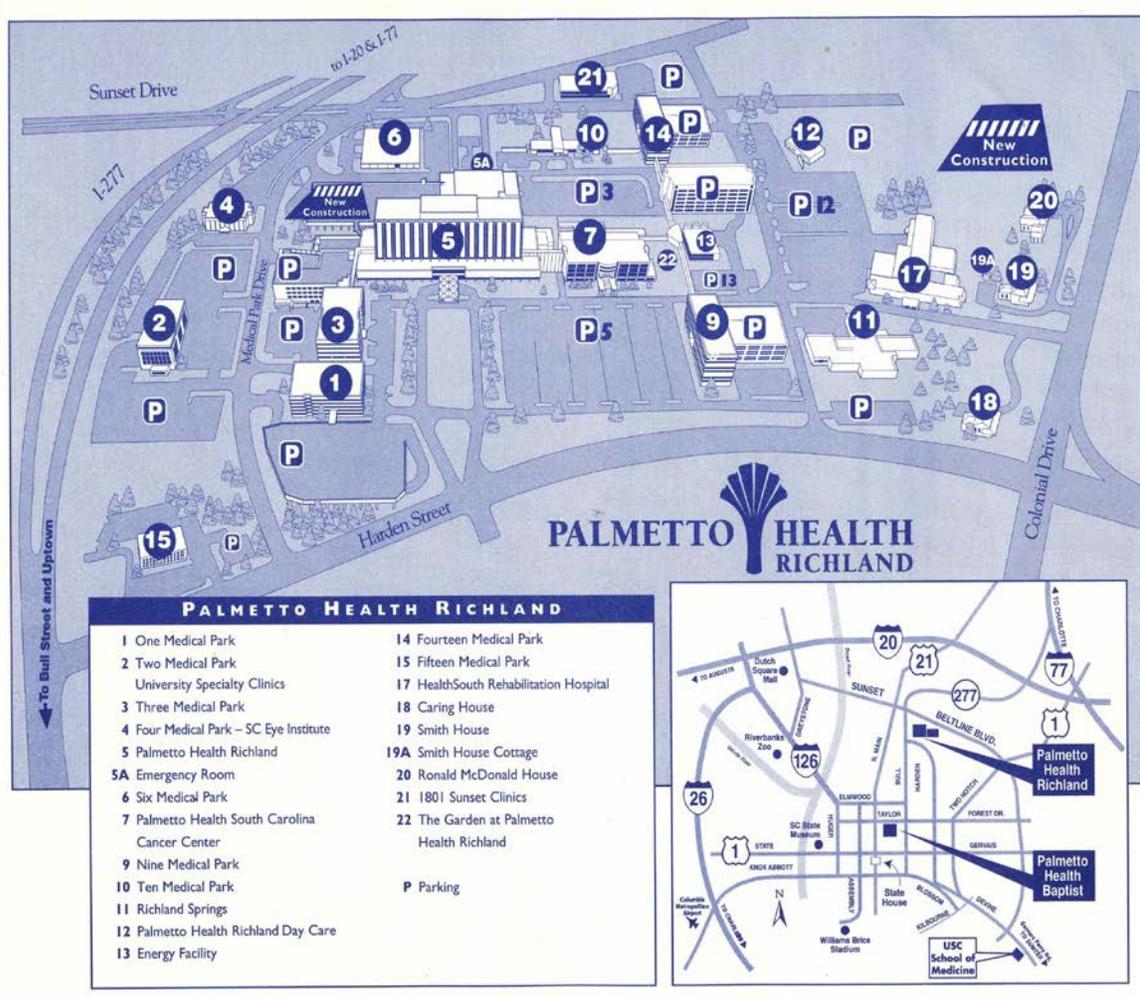
Medical Park 15
 Neuropsychiatry
 Dean's Office

Continuous Professional development &
 Strategic Affairs
 Trust Office
 Facilities

Medical Park 21
 Family & Preventive Medicine

 Parking  School of Medicine  PHR Hospital  PHR Hospital Smoke-Free





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

This policy and procedure applies to all University of South Carolina School of Medicine employees and students.

EMERGENCY RESPONSE ACTIONS FOR INJURIES IN THE SCHOOL OF MEDICINE

The following are basic instructions for various emergency incidents:

ACCIDENT

- For injuries not related to needle sticks or exposures, please call General Medicine Clinic at (803)777-3175

For Needle Stick Injuries

Report the exposure to your supervisor immediately

Percutaneous Exposure (i.e. needle stick, cut, animal bite):

- Immediately wash or flush the exposed area with soap and water for 10 minutes

Mucous Membrane Exposure (i.e. eyes, nose or mouth):

- Flush the exposed area with water. If exposure is to the eyes, flush your eyes (holding open) using the eyewash station for 10 minutes.
- Seek medical treatment as soon as possible after the incident
- Inform the healthcare provider of the nature of exposure and exposure route (e. g. droplet into the eye, needle stick)
- If working in a lab, provide a description of the agent or sample being handled when the incident occurred (e. g. blood, viral vector, HIV agent, etc.)
- A USC incident report must be completed after post-exposure evaluation has been initiated.

During normal working hours Mon-Fri, 8:30 am – 4:00 pm:

- Contact Kayla Spires (803) 707-6707. If no response received within 15 minutes, please call the General Medicine Clinic at Thompson Student Health at (803) 777-3658.

Exposure occurring outside normal working hours and on weekends or holidays:

- Report to the Emergency Department at Palmetto Health Richland/Baptist/Parkridge Hospital or Dorn VA.

Procedures for Student Exposures Occurring in Facilities Outside of Columbia, SC:

- Any USC staff/student that has an exposure to a potentially infectious material as a result of performing their employment or academic duties should follow the procedures established by the local institution. In the event that a USC staff/student has an exposure in a facility that does not have a documented protocol, the individual

should report to the local Emergency Room Personal working outside the Columbia area must be familiar with the local facility exposure protocol. Please notify Kayla Spires of any exposures happening outside of Columbia, SC.

- If you do not receive immediate attention for a blood borne pathogen exposure, call the USC Campus Police Department at (803) 777-9111.

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, 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 are 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 Rescuer is 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

PROGRAM MANAGER

Tony Johnson
Custodial, Health & Safety Services Manager
USC School of Medicine
Building 101, Room 021-A
Columbia, SC 29209
(803) 216-3319 (Office) - (803) 629-8545 (Cell)

VA CAMPUS - AED SITE CONTACT PERSON-----Tony Johnson

15 MEDICAL PARK- AED SITE CONTACT PERSON----- Timothy Dicks

2 MEDICAL PARK - AED SITE CONTACT PERSON----- Tony Johnson

4 MEDICAL PARK - AED SITE CONTACT PERSON ----- Tony Johnson

**LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATORS
&
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.
(Key is held by Custodial, Health & Safety Services, 216-3319 and FMSS, 216-3150)
- 2). Located in Building #2, on the 1st floor beside the elevator.
(Key is held by Custodial, Health & Safety Services, 216-3319 and FMSS, 216-3150)
- 3). Located in Building #28, on the 1st floor beside the men's room.
(Key is held by Custodial, Health & Safety Services, 216-3319 and FMSS, 216-3150)
- 4). Located in Building #4, on the 1st floor beside the student kitchen.
(Key held by Custodial, Health & Safety Services, 216-3319 and 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)

- 6). Located in Building #3, beside the elevator on the back hall.
(Key held by Custodial, Health & Safety Services, 216-3319 and FMSS, 216-3150)

PHR CAMPUS

- 7). Located in 15 Medical Park, on the 1st floor foyer beside Support Services.
(Key is held by Timothy Dicks, 545-5050 and Tony Johnson, 216-3319)
- 8). Located in 2 Medical Park, on the 2nd floor to the right of the elevator as you exit.
(Key is held by Timothy Dicks, 545-5050 and Tony Johnson, 216-3319)
- 9). Located in 4 Medical Park, on the 2nd floor across from the elevator.
(Key is held by Timothy Dicks, 545-5050 and Tony Johnson, 216-3319)

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 CALLED? YES _____ NO _____
 NAME OF PERSON WHO CALLED 911: _____
 COMMENTS: _____

 USER'S SIGNATURE: _____

AUTOMATED EXTERNAL DEFIBRILLATOR UNITS	NUMBER	LOCATION	AED	SERIAL#	INSPECTED
100PHG3	360506	VA BLDG. # 1	PHG3 AED	360506	
100PHG3	360504	VA BLDG. # 2	PHG3 AED	360504	
100PHG3	360518	VA BLDG. # 4	PHG3 AED	360518	
100PHG3	360528	VA BLDG. # 28	PHG3 AED	360528	
100PHG3	360486	VA BLDG. # 101	PHG3 AED	360486	
100PHG3	360497	VA BLDG. # 3	PHG3 AED	360497	
100PHG3	360478	4 MEDICAL PARK	PHG3 AED	360478	
100PHG3	360494	15 MEDICAL PARK	PHG3 AED	360494	
100PHG3	360493	2 MEDICAL PARK	PHG3 AED	360493	

HURRICANE PREPAREDNESS GUIDE

2017-2018

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

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.

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

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.



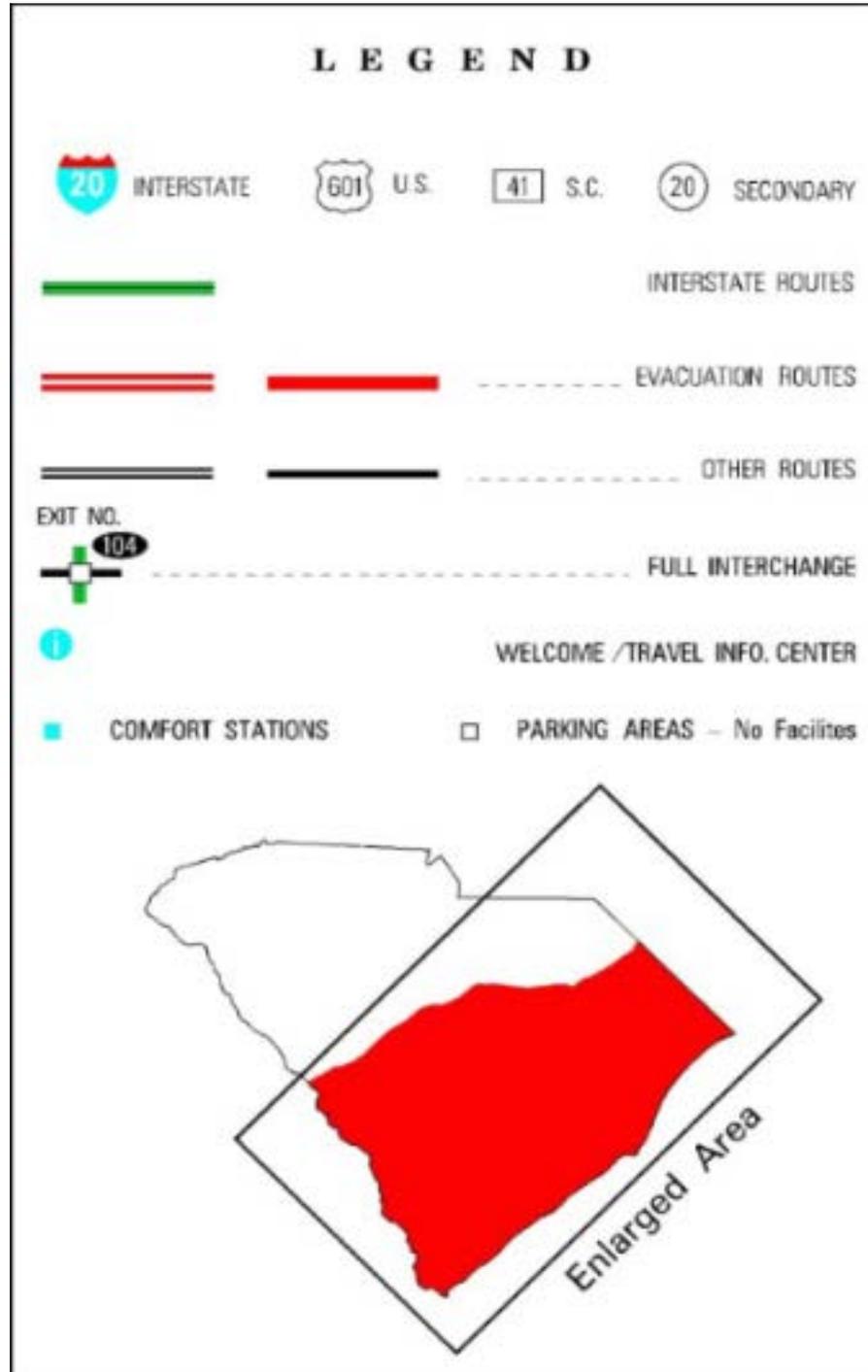
Or text: "MONSTER" to 90999

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

Kia Zellars
Lab Manager
Cell: 706-631-5533
Office: 803-776-4000 ext. 4892

If Hazardous Material Incident

Jeffery K. Brown
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
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 Ray Choudhury, 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
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:

<T:\VA Safety Handbook and Chemical Hygiene Plan.docx>

Appendix D

University of South Carolina Laboratory Emergency Procedure

Call 911 (campus landline), 777-9111 (cell phone) for all medical and life threatening emergencies!

Provide the following information to dispatch

1. Your name and call back phone number
2. Building and room where the incident occurred
3. Injured person if any, specific injury, person's location, request ambulance if needed
4. What happened (activities/procedure that caused the incident and your initial response)
5. Hazardous material(s) involved, if any and if known
6. Other relevant information that can help responders assess the situation and stabilize the incident
7. Other information asked by dispatch

Laboratory Information

Building: () **Room:** () **Lab Phone Number:** ()

Contact the following personnel in case an incident occurs in this laboratory:

Title Name 24 Hour Contact Phone

Principal Investigator () ()

Laboratory Manager () ()

(Alternate Person) () ()

(Other Personnel) () ()

(Other Personnel) () ()

The following emergency equipment is located in this room:

() Emergency Shower Fire Extinguisher Spill Kit Other

() Emergency Eyewash Fire Blanket First-aid Kit

The following emergency equipment is not located in this room, but can be found in

_____:

If you see smoke and suspect a fire:

1. Pull the 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 on top of this page and other information asked by dispatch.
4. Proceed to the designated evacuation area.

If your clothing catches on fire:

1. "STOP, DROP and ROLL" (If someone else is on fire, instruct them to drop to the ground and to roll back and forth).
2. Cover your face with your hands.

3. Use a fire blanket (if available), a flame-resistant coat or wet fabric to help smother the flames.

Never use a fire extinguisher on a person. EHS-F-211 Destroy Previous Revisions Approved: J Locke 04/07/17

If there is a chemical, biological or radioactive material spill:

1. Determine if it is a “major” or “minor” spill. A minor spill is one that is contained (i.e. 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 minor chemical spill using your lab chemical spill kit and biological spills with your lab biological spill kit. If spill is radioactive, call Radiation Safety at 777-5269 or 777- 5268.
 4. Call USC Police (777-4215) and EH&S (777-5269) for all major spills and spills with mercury and hydrofluoric acid.
 5. Contain major spill with appropriate absorbent **only** if spill material does not pose an inhalation hazard.
 6. Post “DO NOT ENTER” on entrance door and evacuate the area.
- Do not re-enter until Emergency Responders have cleaned up the spill and declared the building and/or your laboratory safe for reentry.

If your eyes or any part of your body were exposed to chemicals:

1. Pull the safety shower lever to start the water flowing (or push the eyewash lever to start the water flowing).
2. To wash off chemicals from your eyes, hold your eyes open to get the water under your eyelids.
3. Remove all contaminated clothing and shoes to effectively wash chemicals off your body.
4. Stay under the water for at least 15 minutes to wash all the chemicals off.
5. Proceed to Thompson Student Health or any emergency room for medical evaluation.

If fume hood ventilation fails while working with an inhalation hazard:

1. Close the fume hood sash.
2. Advise lab occupants and neighboring labs to evacuate the area.
3. Post “DO NOT ENTER, Contaminated Area” on entrance door.
4. Call EH&S (777-5269) or USC Police after office hours (777-4215) to have the air contamination evaluated.
5. Call Facilities (777-4217) to arrange for fume hood repair.
6. Call EH&S to have the fume hood re-certified after the repair is completed.

Evacuation information:

- The building evacuation route is posted: ()*
- If this primary route is not safe, the other way out is: ()*
- All lab staff are to meet at this location outside the building after evacuation: ()*
- Designated Coordinator () will take attendance to ensure that everyone has safely exited.*
- If you can provide information about the incident, proceed to the Incident Command on site (refer to checklist 1-7 on top of page 1).*
- Do not re-enter the building or laboratory until the Emergency Responders have notified everyone that it is safe to return!*

OTHER EMERGENCIES NOT ADDRESSED ON THIS POSTING, PLEASE REFER TO
<http://carolinaalert.sc.edu/> EHS-F-211 Destroy Previous Revisions Approved: J Locke 04/07/17

Department/Agency	Type of Emergency	
USC Police Department (803) 777-9111 911 from any campus landline	Fire, explosion, chemical exposure, ambulance service, injury	
Environmental Health & Safety (EHS) (803) 777-5269	Non-emergency chemical spill, chemical exposure, unsafe conditions	
Department of Facilities (803) 777-9675	Emergency and non-emergency facility repair requests	
Thompson Student Health Center 1409 Devine St. Columbia, SC 29208 (803) 777-3175 (803) 777-3174	<i>(Fall and Spring Semesters</i> Monday – Friday: 8 AM - 5 PM Sunday: 2PM – 8 PM <i>Summer Hours</i> Monday – Friday: 8:30 AM - 4:30 PM <i>Closed on University holidays</i>	Medical treatment for USC Columbia students and employees during normal work hours
Palmetto Health Richland ER 16 Medical Park Rd, Columbia, SC 29203 (803) 434-7000	(803) 434-7000	Medical treatment for USC Columbia students and employees after regular office hours