

AMERICAN COLLEGE OF THE BUILDING ARTS



2019-2020 Annual Safety Report

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Table of Contents

Introduction	6
Purpose	6
Preparation	6
Disclosure.....	6
Scope.....	6
Implementation	7
Emergency Management Team.....	7
Leadership Team.....	7
Communications Protocol	8
Preparedness	9
First Aid/CPR/AED Red Cross Certified Team Members, 2020-2022	9
Crime Prevention	9
Campus Communication.....	9
Reporting Crimes & Other Emergencies.....	9
Timely Warnings	10
Access to the ACBA Campus	10
Campus Law Enforcement & Campus Safety Monitoring	10
Student Housing & Student Organizations with Non-Campus Locations.....	11
Sexual Assault, Domestic Violence, Dating Violence, & Stalking.....	11
Who does Title IX affect?	12
Does Title IX protect international students?.....	12
Sexual Misconduct Policy.....	12
What is Sexual Misconduct?	12
What is Sexual Harassment?.....	13
What is conduct considered “unwelcome”	13
What is consent?.....	13
What does the Title IX Coordinator do?	14
What is Bystander Intervention?	14
Does Title IX protect individuals against retaliation?	14
What programs are in place to help prevent Title IX crimes?	14
Where can I access the registered sex offenders list?.....	14

How can I report sexual discrimination, harassment, or violence?	15
Health and Safety Policies.....	15
Smoking Policy	15
Drug-Free Policy.....	15
Alcohol Policy.....	15
Alcohol and Illicit Drug Health Risks	16
Biennial Drug and Alcohol Review Procedure	16
Weapons Policy.....	16
Definitions Used in Reported Data	17
Three-Year Comprehensive Listing of Reported Data	21
Building Evacuations	22
Evacuation Routes	23
Know the building’s orientation	23
First-floor Administrative Offices and Science Classroom:.....	23
Riley Community Room and Drawing and Drafting Studio:	23
General Education Classroom, first floor:.....	23
Trowel Workshop:.....	23
Wood Workshop:.....	24
Blacksmithing Workshop:	24
Second Floor Administrative and Faculty Offices, Student Lounge, and Third Floor Library:..	24
Mustering Locations	24
Shelter-in-Place.....	25
Activation Plan: Accident Resulting in Injury.....	26
Before an emergency:.....	26
During an emergency:.....	26
Activation Plan: Burns.....	27
Before an emergency:.....	27
For Major Burns	27
For Minor Burns	28
Activation Plan: Eye Injuries	29
How to Recognize an Eye Injury.....	29
Types of eye injuries	29
During the emergency:	29

Activation Plan: Fires	31
Before an emergency:.....	31
During an emergency.....	31
Activation Plan: Explosions/Vehicular or Plane Crash	32
Before an emergency:.....	32
During an emergency:.....	32
Activation Plan: Hurricanes and Floods	33
Before a storm threatens:.....	33
When a storm threatens:.....	33
Activation Plan: Tornados	34
Before an emergency:.....	34
During an emergency:.....	34
Activation Plan: Earthquakes	35
Before an emergency:.....	35
During an emergency:.....	35
Activation Plan: Bomb Threats	37
During an emergency:.....	37
Activation Plan: Suspicious Mail or Packages	39
Activation Plan: Suspicious Person(s) on Campus	40
Activation Plan: Active Shooter/Hostile Intruder on Campus	41
Before an Emergency:.....	41
During an Emergency:.....	41
Activation Plan: Hostage/Terrorism Crisis	43
If you hear or see a hostage situation:	43
If you are taken hostage:	43
Things to do when rescuers arrive:.....	43
Activation Plan: Violence on Campus	45
Responding to Non-Threatening Disruptive Behavior	45
If the Disruptive Behavior Continues	45
Responding to Threatening Behavior	45
Activation Plan: Chemical Spill/Hazardous Materials.....	46
Before an emergency:.....	46
During an emergency:.....	46

Activation Plan: Carbon Monoxide 47
 Before an emergency..... 47
 During an emergency:..... 47

Introduction

Purpose

This is a copy of ACBA's emergency operating plan that has been adapted to include additions required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This Act requires that schools disclose information about the following categories of crimes occurring on or around their campuses:

1. Primary crimes (including murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson)
2. Arrests for liquor law violations and illegal weapons possession
3. Hate crimes recorded by category of bias
4. Dating violence, domestic violence, and stalking crimes

The administration of the American College of the Building Arts (ACBA) considers the health and safety of its students, faculty, staff and visitors to be of utmost importance: Thus, ACBA has created this Emergency Management Plan (EMP) to establish the organizational structure, protocols, and designated roles and responsibilities of College personnel during emergency situations. It outlines procedures to **prevent** loss prior to incidents, **protect** lives and property during incidents, and **restore** the College to normal operation after incidents. It establishes guidelines for communicating effectively with the campus community and public.

Preparation

The crime sections of this report have been prepared in cooperation with campus office, local law enforcement, and student input via the reporting protocols outlined in this report. ACBA works with City of Charleston Police who have a field office located adjacent to our campus. Additionally, this plan has been prepared with reference to FEMA's Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education.

Disclosure

This Annual Report is published to the College's website at <https://acba.edu/clery>. Copies of this report may be obtained by any campus staff by request. All students and employees receive copies of the College Catalog and Employee Handbook where appropriate. Additionally, all such materials are available on the College's website in their respective sections.

Scope

This emergency plan seeks to establish realistic approaches to emergencies that could reasonably be encountered in either natural (i.e. weather) or man-made (i.e. criminal) situations. In all cases, ACBA will cooperate fully with federal, state and local emergency management agencies and responders. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by this plan. This policy applies to all ACBA employees and students.

Implementation

The time to become familiar with this plan is **BEFORE** an incident occurs. Should one of the incidents outlined in this EMP occur, the probability of having ready access to the plan, either electronically or in hard copy, is unlikely. All faculty, staff and students should be familiar with procedures for evacuating the building and other critical details as soon as they become members of the ACBA campus community.

Man-made hazards addressed in this planning document include accidents from **injury, fire, criminal incidents, and hazardous materials**. Students' use of construction-related machinery in the three workshops necessitates annual first-aid and evacuation training for all students, faculty and staff.

Emergency Management Team

As part of a small college community, **all** members of ACBA's faculty and staff are important members of its Emergency Management Team and should understand that students will look to them for leadership during an emergency. Faculty and staff should be prepared to assess situations quickly and thoroughly and use common sense in determining a course of action. All faculty and staff shall familiarize themselves annually with this Emergency Management Plan, its procedures and evacuation routes for the areas in which they routinely work. *Input, particularly in regard to one's work space or expertise, is not only welcomed, but expected.*

Leadership Team

The faculty or staff member immediately on-site during an emergency assumes the role of **Incident Site Commander** until professional emergency personnel arrive or s/he is relieved of duty by a member of the Leadership Team. The Site Commander's principal responsibilities are to :

1. Immediately contact and communicate with professional emergency responders (911, EMS, police, etc.);
2. Implement the safety protocols and procedures outlined in this plan;
3. Notify and communicate with the College's Emergency Leadership team. First call should be made to the Chief Operating/Financial Officer (C. Urban, 843-810-1031), then the Chief Advancement Officer, (L. Handal, 843-670-2654), then the Chief Academic Officer (W. Razzi, 843-455-8446). The Site Commander may solicit the assistance of others as deemed prudent based on circumstances (i.e., if you're using both hands to hold pressure on a gushing wound, ask someone else to call).

The Site Commander is responsible for control of all operational aspects of the emergency response at the scene. In an incident requiring a response by local police, fire or EMS, the ranking professional responder will assume the role of Incident Commander upon arrival and the College's designated Site Commander will assist professional responders as requested and communicate details and updates of the situation with the College's Chief Advancement Officer (L. Handal, 843-670-2654).

The **College President** (C. Broadwater) is responsible for determining its level of activation (Routine, Response, Recovery as noted above). He may add ad hoc members to the Leadership Team as circumstances warrant. He monitors the recovery process to ensure that recovery is proceeding according to plan.

The **Chief Financial Officer** (C. Urban) is responsible for ensuring that preparedness and preventative measures are in place, damage assessment, building inspection, utility provider liaison, and historic preservation and restoration of the campus.

The **Provost** (W. Razzi) is responsible for the continuation, cancellation or resumption of all academic programs and for securing classrooms and trade workshops should the situation warrant. He or his designee is responsible for counseling services, determining students' essential needs such as food and shelter, and coordinating resources to support immediate essential needs including food, water and transportation.

The **Chief Advancement Officer** (L. Handal) is responsible for all internal and external communications, media monitoring, rumor control, and press statements. During an emergency, she communicates closely with first responders at the scene and facilitates getting information to the Leadership Team and the public.

Communications Protocol

1. Immediately call **911**. Stay calm and explain the problem and location as thoroughly as possible. Do not hang up unless instructed to do so.
 - a. If you need to non-emergency line of the City of Charleston Police Department, it is:
843-743-7200
2. As soon as possible, notify the CFO (C. Urban, **843-810-1031**), enlisting the assistance of another if the responder is still on the line with 911. If no answer, call or text the Chief Advancement Officer (L. Handal, **843-670-2654**) or the Chief Academic Officer (W. Razzi, 843-455-8446)
3. The CFO (C. Urban) or in his absence, the Chief Advancement Officer (L. Handal) or Chief Academic Officer (W. Razzi) is responsible for notifying the President and other chief executive officers.
4. Only the College President or his designee shall initiate communication with the Board.
5. **Only the Chief Advancement Officer (L. Handal) or her designee shall communicate with members of the news media and public at large. All news media inquiries should be directed to the Chief Advancement Officer (843-670-2654). Because ACBA values both transparency and the dissemination of accurate information (rather than hearsay or unsubstantiated rumors), faculty, staff and students should not speculate on causes, results or other details of a crisis with members of the news media or public. No faculty, students or staff are authorized to represent their personal knowledge or opinions as that of the College's.**
6. Questions from the public should be directed to the ACBA website, www.acba.edu, or its MailChimp Landing Page (<https://mailchi.mp/213197cab25/acba-emergency-response-page>) for further information. The Chief Advancement Officer may share a backgrounder or fact sheet with personnel staffing the College phones which they can use to share accurate information with the public. **Rumors, personal opinions, or unsubstantiated information should not be shared with callers, news media, or other members of the public. Public information will be shared as soon as it is available and appropriate to do so.**

Preparedness

A key component of being prepared is to train staff and faculty in their responsibilities, conduct periodic refresher training, and validate the College's EMP plans and procedures, systems, and equipment through drills on an annual basis.

First Aid/CPR/AED Red Cross Certified Team Members, 2020-2022

A redundant layer of faculty and staff shall be trained in Basic First Aid and CPR within the following locations:

Administrative Offices and First Floor Instructional Spaces

- Becky Dornisch
- Leigh Handal
- Chad Urban

Second Floor Offices

- Christina Butler
- Wade Razzi

Third Floor

- Jack Duncan

Workshops

- Markus Damwerth
- Charlie Moore
- Arnaud LeRouzic

Crime Prevention

In order to prevent crime, ACBA utilizes video surveillance, secure entry protocols, and lots of illuminations of all exterior portions of the building. ACBA is also located adjacent to a City of Charleston Police Department facility, which needless to say does a lot to dissuade criminal activity in our immediate vicinity. ACBA also routinely meets with local community members including City of Charleston Council members, local business owners, and nearby residents to maintain goodwill among our neighbors. All told, ACBA has been in our current location since 2016 and has yet to report an instance of criminal behavior on its campus. While past performance can never fully predict the future, we will continue monitoring to the best of our ability and maintaining these avenues and hopefully continuing this successful trend.

Campus Communication

All members of the Emergency Leadership Team shall be trained on procedures for using the campus wide intercom system and the Remind 101 online student notification system.

Reporting Crimes & Other Emergencies

Immediately call **911**. Stay calm and explain the problem and location as thoroughly as possible. Do not hang up unless instructed to do so. If you need to non-emergency line of the City of Charleston Police Department, it is: **843-743-7200**

If you are the victim of a crime and do not want to pursue formal action, you may still want to consider making a confidential report. With your permission, Ms. Barbara Antley (available at 843-577-5245 or antleyb@acba.edu) can file a report on the details of the incident without revealing your identity or the identity of others. The purpose of a confidential report is to allow ACBA to take steps to ensure the future safety of you and others. With this information, the College can keep accurate records of the number of crimes involving students on campus, determine if there is a pattern of crime and alert others to potential danger. Reports of crimes filed in this manner are counted and disclosed with the school's annual crime statistics report.

The confidential report process does not replace the student complaints process. Please refer to ACBA's College Catalog or Employee Handbook for additional information about filing a formal complaint.

Timely Warnings

ACBA will make every effort to provide a safe and secure environment for everyone. In the event a serious crime occurs on the campus, the Leadership Team will provide the campus community with a timely warning via the college database (Blackbaud). Such messages will occur as emails and text messages and a bulletin will be posted on the college website. The same protocol will be followed for emergency situations. The notice will provide information about the incident and crime prevention/safety information. The notice will withhold confidential the name(s) of victims. All crimes that are reported are entered in the daily crime log and reports are filed with a unique identification number. This daily log contains the nature of the crime, date, time, general location, and disposition of the complaint.

Access to the ACBA Campus

Access to our campus is limited to matriculating students, current employees, and alumni with prior permission. The campus maintains one unlocked public method of ingress during "working hours" which are listed as 8AM – 4PM, Monday – Friday. This is available through the front door only. Outside of these hours, any of the above listed persons may enter the campus through the same front door, or through the multiple side doors throughout the campus. All such doors have proximity RF scanners which work with either an employee or student ID and will permit access to those possessing such credentials. Access to the building in this manner is kept logged on the campus server.

Visitors are permitted on campus during working hours or on event such as an Open House. Visitors check in at the front-desk upon arrival and are escorted throughout the campus.

Campus Law Enforcement & Campus Safety Monitoring

ACBA does not employ campus police. As such, should criminal activity occur on campus, it will be reported to the City of Charleston Police Department. ACBA maintains security cameras throughout the campus and will provide any such footage to the CCPD upon request.

Access to the building during non-working hours is limited to those with the proper credentials. When the RF readers recognize and grant access, the grantee is logged on the college server. Additionally, all entry and exit points of the campus have video surveillance footage. Further, throughout the interior of the campus there are multiple security cameras providing 24/7 surveillance.

Student Housing & Student Organizations with Non-Campus Locations

ACBA does not have any campus housing facilities. ACBA also does not have any affiliation with any off-campus housing facilities. ACBA does allow students to opt-in to sharing their off-campus housing with other students in an effort to promote roommates, but otherwise all students are responsible for identifying and solidifying their own housing arrangements.

ACBA's only student organization is the Student Guild and it does not have an off-campus location.

Any ACBA student who is involved or witnesses any crime at an off-campus location is advised to contact the City of Charleston Police Department.

Sexual Assault, Domestic Violence, Dating Violence, & Stalking

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et. seq.)

Title IX of the Educational Amendments of 1972 protects individuals from sex discrimination in educational programs and activities at institutions that receive federal financial assistance.

ACBA is committed to providing an environment free from discrimination on the basis of sex. Sexual harassment, which includes sexual violence, is a type of sex discrimination and is prohibited under Title IX and by the College. The College encourages any student or employee who thinks they have been subjected to sex discrimination or sexual harassment, including sexual violence, by another student, member of the faculty or staff, or campus visitor or contractor, to immediately report the incident to any of the individual persons or offices listed below.

Ms. Barbara Antley
Title IX Coordinator
843-577-5245
antleyb@acba.edu

Who does Title IX affect?

Title IX protects all students, faculty, staff and visitors from discrimination on the grounds of gender, sex, gender identity or expression, and sexual orientation.

Does Title IX protect international students?

Yes. Title IX protects all student's attending institutions in the United States that receive federal funds, regardless of national origin, international status, or citizenship status.

Sexual Misconduct Policy

Yes. The College does not condone and will not tolerate sexual harassment or sexual violence of any kind. The College prohibits rape, domestic violence, dating violence, sexual assault, stalking, cyber-stalking as well as discrimination or harassment based on sex. Allegations of sexual misconduct are investigated and processed in accordance with discipline processes outlined in the College Catalog.

What is Sexual Misconduct?

Sexual misconduct is any unwelcome conduct of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender.

Examples:

- Sexual harassment
- Sex-based harassment
- Sexual violence or assault
- Rape
- Groping
- Sexual coercion
- Sexual exploitation
- Sexual threats or intimidation
- Domestic violence
- Dating violence
- Stalking
- Cyber-stalking
- Any other nonconsensual sexual touching

What is Sexual Harassment?

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with one's academic or work performance or educational experience by creating an intimidating, hostile, offensive, or violent environment. Sexual violence/assault is also considered sexual harassment.

Examples:

- Pressure for sexual activity
- Sexual innuendos and comments
- Sexually explicit questions
- Requests for sexual favors
- Unwelcome touching, hugging, stroking, squeezing
- Spreading rumors about a person's sexuality
- Displaying or sending sexually suggestive electronic content, including but not limited to emails, text messages, etc.
- Pervasive displays of pictures, calendars, cartoons, or other materials with sexually explicit or graphic content
- Stalking a person
- Attempted or actual sexual violence

What is conduct considered “unwelcome”

Conduct is considered "unwelcome" when an individual does not invite or request it and considers the conduct to be offensive or undesirable.

What is consent?

Consent is when someone agrees, gives permission, or says "yes" with both their body and words to sexual activity with other persons. Consent must be given while sober and clearly communicated. Consent should never be assumed. You should never assume by the way a person dresses, smiles, looks, or acts that they want to have sex with you. A person's silence should not be considered consent. A person who does not respond to attempts to engage in sexual activity, even if they do not verbally say no or resist physically, is not clearly agreeing to sexual activity.

Consent to some sexual acts does not mean consent to others, nor does past consent to a given act establish present or future consent. Even if someone has agreed to engage sexually, that person has the right to withdraw their consent at any time. Consent cannot be given from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Engaging in sexual activity with a person whom you know, or reasonably should know, to be incapacitated is sexual assault.

Use of force intimidation, or coercion is a denial of a person's right to freely give his or her consent. Sex without consent is sexual assault.

What does the Title IX Coordinator do?

The College's Title IX Coordinator is responsible for ensuring the College complies and carries out its responsibilities under Title IX. All questions and inquiries concerning ACBA's policies for the prevention of sexual harassment and sexual violence under Title IX should be referred to ACBA's Title IX Coordinator. The Title IX Coordinator provides advice and oversight on policies, preventive educational programs, resources and services required under Title IX, and in addition, oversees all complaints of sexual misconduct, as well as identifies and addresses any patterns or systematic problems that arise during the review of complaints.

What is Bystander Intervention?

Bystander intervention is the act of assisting someone in an emergency or non-emergency situation. The College encourages all community members to take reasonable and careful actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention where it is safe to do so, creating a distraction, calling law enforcement, or seeking assistance from a person in authority.

Does Title IX protect individuals against retaliation?

Retaliation against any individual who files a complaint or participates in a harassment inquiry is prohibited. Anyone who reports an actual or suspected incident of harassment, discrimination or violence based on sex, or who participates in an investigation, will not be subject to retaliation, by the College or others, including students. Prohibited retaliatory acts include threats, coercion, intimidation, or discrimination. The College will take steps to prevent retaliation against individuals who file complaints, or any individual who provides information regarding the complaint.

If an individual believes they have been subjected to retaliation, they should contact the Title IX Coordinator. Anyone found to be in violation of this retaliation provision will be subject to disciplinary action.

What programs are in place to help prevent Title IX crimes?

During ACBA's new student orientation, a member of the City of Charleston Police Department gives a presentation on staying safe and reporting crimes. ACBA provides all students with the requisite materials to educate them on Title IX offenses.

Where can I access the registered sex offenders list?

Access to the South Carolina Sex Offender Registry is done through the following link:
<http://scor.sled.sc.gov/ConditionsOfUse.aspx>

This website also allows users to sign up for notifications should a registered sex offender move into a nearby geographic location.

How can I report sexual discrimination, harassment, or violence?

The decision to report sexual misconduct, including sexual assault, harassment, relationship violence, stalking and any other type of discrimination based on sex, is yours. Please know that the College cares about you and has many resources to help you in the healing process. If you have a complaint involving sexual misconduct, or if you have any question about ACBA's policies or procedures regarding this area, please contact the Title IX Coordinator below. In an emergency situation please contact 911. All complaints will be thoroughly reviewed and investigated in a manner that is prompt, fair, and impartial.

Ms. Barbara Antley
Title IX Coordinator
843-577-5245
antleyb@acba.edu

Health and Safety Policies

Smoking Policy

Smoking is permitted on College property **ONLY in designated outdoor areas**, where disposal containers are provided for cigarette butts and other tobacco waste. Cigarette butts or other tobacco waste shall be disposed of in approved containers. Smoking and other tobacco products (e.g., smokeless tobacco) are not permitted inside any College facility or in any of the workshops.

Drug-Free Policy

The College maintains a drug-free facility in compliance with the Drug-Free Workplace Act of 1989. The College considers its students and employees to be its most valuable assets. We strongly encourage anyone who is abusing alcohol or drugs to seek professional assistance before it becomes a more serious problem and a danger to others in the College community. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while on College premises or during the conduct of College business is prohibited and will result in immediate dismissal. Law enforcement authorities will be notified of the facts and circumstances concerning any illegal activity.

Alcohol Policy

Possession or use of alcoholic beverages is governed by local ordinances and state law. In addition, on-campus conduct of students and their guests relating to the possession or use of alcoholic beverages is a matter of special concern and is subject to policies and procedures. The administration will assume jurisdiction in these cases. Our community does not condone members who make irresponsible choices, including violating the laws of the State of South Carolina, ordinances of the City of Charleston, or policies of the American College of the Building Arts.

Alcoholic beverages are permitted on campus only at College-sponsored functions and are permitted only by those of legal age as specified in accordance with South Carolina law. Aiding and abetting in the sale or transfer of alcoholic beverages to any person under 21 years of age is strictly prohibited. Any individual consuming or possessing alcohol must have a valid picture identification card proving that he or she is 21 years of age or older. Use of another individual's identification or the possession of false identification is prohibited and punishable by law. For safety and insurance reasons, at NO time may a student be in the shops or operate any equipment/machinery when in any way under the influence of alcohol or drugs.

Alcohol and Illicit Drug Health Risks

- Alcohol/substance abuse may be evidenced by lack of self-control which results in an individual harming or potentially harming him/herself or others or an individual disrupting the mission of the College.
- Alcohol and illicit drugs are toxic substances that affect the mind, body and spirit.
- Drug abuse is dangerous and can lead to death. An overdose can cause psychosis, convulsions, coma and death. Continuous use of drugs can lead to organic damage, mental illness and malnutrition. It increases the risk of AIDS, hepatitis and other diseases related to injectable drugs. Drug abuse can cause accidents resulting from foolish risks, panic attacks and acting irrationally.

Biennial Drug and Alcohol Review Procedure

Federal Drug-Free Schools and Campuses Regulations require institutions of higher education to conduct a biennial review of the current alcohol and drug programs and policies to ensure the effectiveness and identify necessary changes. ACBA will perform a review every two years to evaluate the effectiveness of the drug and alcohol prevention efforts. This will be done through a variety of efforts including, but not limited to student surveys, interviews with students and faculty, reviewing the policies of other universities, reviewing incidents that occurred over the previous two years.

Weapons Policy

No person may carry a weapon on College property; violation of this policy may be cause for dismissal or other disciplinary actions. A weapon is any object, the principal purpose of which is the infliction of personal injury. Tools used in the ordinary course of class or special project activities are generally not regarded as weapons, but a tool may be considered a weapon if intended to inflict personal injury. Any person who carries a weapon shall be asked to leave the site or the police will be called. Faculty members have the authority to deal with any weapons issues affecting their classes, including the determination whether any given object should be regarded as a weapon within the meaning of this policy.

Definitions Used in Reported Data

- On-Campus
 - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
 - Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- Public Property
 - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- Murder/Manslaughter
 - defined as the willful killing of one human being by another.
- Negligent Manslaughter
 - is defined as the killing of another person through gross negligence.
- Sexual Assault
 - is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape.
- Rape
 - is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling
 - is defined as touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest
 - is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape
 - is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.
- Robbery
 - is defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear
- Aggravated Assault

- is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm
- Burglary
 - is the unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft
 - is the theft or attempted theft of a motor vehicle
- Arson
 - any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another
- Drug Abuse Violations
 - The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacture, and making of narcotic drugs.
- Liquor Law Violations
 - The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
- Weapons Law Violations
 - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons
- Domestic Violence
 - A felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Dating Violence
 - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- Stalking
 - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.
- Hate Crimes
 - includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:
 - Larceny/Theft—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
 - Simple Assault—an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness
 - Intimidation—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
 - Destruction/Damage/Vandalism or Property (except Arson)—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- Categories of Prejudice
 - Race. A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
 - Religion. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
 - Sexual Orientation. A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
 - Gender. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
 - Gender Identity. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-

conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- Ethnicity. A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- Disability. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- National Origin. A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Three-Year Comprehensive Listing of Reported Data

Criminal Offenses	2017			2018			2019		
	On-Campus	Public Property	Total	On-Campus	Public Property	Total	On-Campus	Public Property	Total
Murder/Non-negligent manslaughter							0	0	0
Manslaughter by Negligent							0	0	0
Rape							0	0	0
Fondling							0	0	0
Incest							0	0	0
Statutory Rape							0	0	0
Robbery							0	0	0
Aggravated assault							0	0	0
Burglary							0	0	0
Motor Vehicle theft							0	0	0
Arson							0	0	0
VAWA Offenses									
Domestic Violence							0	0	0
Dating Violence							0	0	0
Stalking							0	0	0
Arrests									
Weapons Law Violations							0	0	0
Drug Abuse Violations							0	0	0
Liquor Law Violations							0	0	0
Referrals									
Weapons Law Violations							0	0	0
Drug Abuse Violations							0	0	0
Liquor Law Violations							0	0	0
ACBA does not have any non-campus property to report.									

Hate Crimes: On-Campus & Public Property	2017-2019						
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny – theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0
ACBA does not have any non-campus property to report.							
Hate crimes are bias motivated crimes							

Building Evacuations

The CFO shall be responsible for ensuring that the building’s physical plant staff keeps all of the Trolley Barn’s exits functional and clear of obstacles at all times. **It is the responsibility of all staff, faculty and students to immediately report a blocked or inoperable exit to the COO/CFO.**

As part of the annual Fall emergency preparedness drill, all students, faculty and staff will identify exits from the building and mustering locations upon evacuation (see Routes below). **Everyone in the Trolley Barn should have at least two exits readily in mind based on their location,** and take the one that seems most advisable based on circumstances and common sense.

Please review other sections of this EMP to become familiar with the advisability of whether or not to evacuate the building.

Evacuation Routes

Know the building's orientation

The Trolley Barn's front doors face east. The back of the building, facing I-26, is west. South is toward downtown Charleston. North is toward North Charleston.

There are three staircases that lead to exits:

- * east staircase leads to lobby
- * mid-building staircase leads to the north exits
- * west staircase leads to the north exits

First-floor Administrative Offices and Science Classroom:

Best exits: (1) the front doors of the Trolley Barn or (2) the north hallway door west of the Admissions Director's Office. Those exiting through the front doors should muster (gather) on the far side of the SCRA parking lot and await further guidance. Those exiting through the north exits should muster in the parking lot of the Patrick Veterinary Clinic at 667 Meeting Street and await further guidance. **Note:** Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

Riley Community Room and Drawing and Drafting Studio:

Best exits: (1) the Community Room door or (2) the front doors of the Trolley Barn. Muster on the far side of the SCRA parking lot and await further guidance.

General Education Classroom, first floor:

Best exits: (1) the north hallway exits or (2) the south Plaster Workshop door. Those exiting through the north hallway exits should gather in the parking lot of the Patrick Veterinary Clinic at 667 Meeting Street. **Note:** Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk. Those exiting through the Plaster Workshop should muster on the far side of the SCRA parking lot and await further guidance.

Trowel Workshop:

Best exits: (1) the Plaster Workshop's south door or (2) the north hallway exits. The large garage door in the Wood Workshop may also be an option. Those exiting through the Plaster Workshop door (south) shall gather on the far side of the SCRA parking lot and await further guidance. Those exiting through the north hallway door shall muster in the parking lot of the Patrick Veterinary Clinic at 667 Meeting Street and await further guidance. **Note:** Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

Wood Workshop:

Best exits: (1) the large Wood Workshop door or (2) the double doors off the north hallway. Those exiting through the Workshop (south) shall muster on the far side of the SCRA parking lot and await further guidance. Those exiting through the northeast double doors shall muster in the parking lot of the Patrick Veterinary Clinic at 667 Meeting Street and await further guidance. **Note:** Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

Blacksmithing Workshop:

Best exits: (1) the south Blacksmithing Workshop door or (2) the north hallway exits. Those exiting through the Workshop (south) shall muster on the far side of the SCRA parking lot and await further guidance. Those exiting through the north exits shall muster in the parking lot of the Patrick Veterinary Clinic at 667 Meeting Street and await further guidance. **Note:** Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

Second Floor Administrative and Faculty Offices, Student Lounge, and Third Floor Library:

Do not use the elevator. Use either the eastern or mid-building staircase to exit the building. Though further, when necessary occupants of the upper floors also have the option of crossing over the elevated mezzanine walkway and using the far western staircase. Exit options from the eastern staircase include (1) the lobby's front doors or (2) the Community Room door. Those using these exits should muster on the far side of the SCRA parking lot and await further guidance.

Those using the mid-building and far western staircases should exit through the building's northern exits in the service hallway. Those using these exits should gather in the parking lot of the Patrick Veterinary Clinic at 667 Meeting Street and await further guidance. **Note:** Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

Mustering Locations

Upon exiting the Trolley Barn, all students, faculty and staff shall go directly to one of two designated mustering spots: either the **far side of the parking lot of the SCRA building (south)** or the **parking lot of Patrick Veterinary Clinic (north)**. Crossing Meeting Street (east) or the Romney Street off-ramp (west) is not advisable and should only be considered as a last resort.

The Student Life Coordinator (H. Whitt) and Office Manager (B. Antley) shall supervise and serve as **Mustering Location Leaders** of the southern (SCRA) evacuation location. The Chief Development Officer (B. Dornisch) and Registrar (K. Urban) shall supervise and serve as leaders of the north (Patrick Vet Clinic) evacuation location. Mustering Location Leaders should (1) maintain control, (2) communicate

with the Emergency Leadership Team by phone or text, and (3) keep students, faculty and staff together in their location until advised otherwise.

Having faculty, students and staff gather in their assigned Mustering Location after an evacuation is **critical** to the health and safety of everyone at the College. **Not knowing where you are could endanger others who are looking for you.** Being at your Mustering Location allows Mustering Location Leaders to identify who has made it safely out of the building and assess who might still remain in the building or be unaccounted for. Mustering Leaders should, to the best of their ability, maintain a written list of who is present in their group. Those in the Mustering Locations should help Leaders determine who had been in the Trolley Barn at the time of the evacuation order and may now be unaccounted for. Look for or call friends and colleagues who you know were in the building prior to evacuation to make sure they are out safely and report their location to your Mustering Leaders.

Leaders are to allow no one to re-enter the Trolley Barn until being notified by a member of the Emergency Leadership Team (Broadwater, C. Urban, Razzi, Handal) that it is safe to do so. Once you have arrived at your Mustering Location, **do not leave** until the Leader releases you.

Shelter-in-Place

In some emergencies, seeking interior sources of shelter are better options than building evacuations. A shelter-in-place command may be given for several incident types, including:

- tornados
- earthquakes
- active shooter
- hostile intruder

In these events, terminate all classes and business operations and follow any instructions given over the College's intercom or via Remind 101. **Stay inside** the building where you are and take shelter under or behind furnishings. If there are visitors or other members of the public around you, encourage them to follow your lead.

For severe **weather emergencies**, move away from glass windows, book shelves, and any unsecured equipment that could become dislodged. Take refuge in supported **interior** building doorways or under desks, tables or chairs, etc.

For **environmental emergencies**, close windows and close any source of fresh-air ventilation as best you can.

For **shooter on campus** or **hostile intruder** warnings, secure yourself and others to the greatest extent possible. If you cannot safely run away, hide as best you can and silence your cell phone. Do not leave the secured area until directed by a member of the Leadership Team (Broadwater, C. Urban, Razzi, Handal) to do so.

Activation Plan: Accident Resulting in Injury

Before an emergency:

- Know the location of safety equipment (eye wash stations/bottles, emergency showers, first aid kits) in your area and how to use them.
- Know who in your work area is trained in first aid and CPR (see page 9).

During an emergency:

1. **Assess** the situation to make sure it is safe for you to respond. Determine if the situation poses additional risk to yourself, the injured person, or others and plan your response accordingly.
2. Once you have assessed the situation, **call 911** if warranted. If uncertain, err on the side of caution. Remain on the telephone with the 911 operator unless instructed otherwise. Obtain as many details about the injury from the injured person or others as you can and convey that to the operator and other emergency personnel.
3. Notify (or have someone else notify if you are still on the phone with 911) the Chief Operations/Financial Officer (C. Urban, 843-810-1031) of the accident, providing details about the location, nature of the accident, and any injuries that resulted. If you cannot reach the Chief Operations/Financial Officer, call the Chief Advancement Officer (L. Handal, 843-670-2654 or Chief Academic Officer (W. Razzi, 843-455-8446).
4. **Render any immediate first aid** that you are qualified to provide. DO NOT administer first aid to an injured person if you are unqualified, as you may place him/her in greater harm. If possible send another person to seek trained assistance from those listed on page 9.
5. **Do not attempt to move injured persons** unless a life-threatening condition, such as a fire or collapsing structure, exists.
6. If the cause of the accident continues to pose a danger to others, advise the Chief Operating/Financial Officer (or Chief Advancement Officer or Chief Academic Officer) and provide whatever assistance you are requested to and capable of rendering to reduce or eliminate the danger.
7. If possible, keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

Activation Plan: Burns

A burn is tissue damage that results from scalding, overexposure to the sun or other radiation, contact with flames, chemicals or electricity, or smoke inhalation.

Before an emergency:

- Know how to identify major and minor burns
 - Major burns:
 - Are deep;
 - Cause the skin to be dry and leathery;
 - May appear charred or have patches of white, brown or black;
 - Are larger than 3 inches in diameter;
 - Cover the hands, feet, face, groin, buttocks or a major joint.
 - Minor burns:
 - Superficial redness similar to a sunburn
 - Pain
 - Blisters
 - An area no larger than 3 inches in diameter
- Know where the nearest first aid kit is located.

For Major Burns

1. Call 911 and follow their instructions.
2. For electrical burns, make sure the power source is off before you approach the burned person.
3. Protect the burned person from further harm. If you can do so safely, make sure the person you're helping is not in contact with the source of the burn.
4. Make certain that the person burned is breathing. If needed, begin rescue breathing if you know how or seek assistance from a colleague listed on page 9.
5. Notify (or have someone else notify if you are still on the phone with 911) the Chief Operations/Financial Officer (C. Urban, 843-810-1031) of the accident, providing details about the location, nature of the accident, and any injuries that resulted. If you cannot reach the Chief Operations/Financial Officer, call the Chief Advancement Officer (L. Handal, 843-670-2654 or Chief Academic Officer (W. Razzi, 843-455-8446).
6. **Remove** jewelry, belts and other restrictive items, especially from around burned areas and the neck. Burned areas swell rapidly.
7. **Cover** the area of the burn. Use a cool, moist bandage or a clean cloth. **Don't immerse large severe burns in water.** Doing so could cause a serious loss of body heat (hypothermia).
8. **Elevate the burned area.** Raise the wound above heart level, if possible.

9. **Watch for signs of shock.** Signs and symptoms include fainting, pale complexion or breathing in a notably shallow fashion.
10. If possible, keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

For Minor Burns

1. Cool the burn. Hold the burned area under **cool (not cold)** running water or apply a cool, wet compress until the pain eases.
2. Remove rings or other tight items from the burned area. Try to do this quickly and gently, before the area swells.
3. Don't break blisters. Fluid-filled blisters protect against infection. If a blister breaks, clean the area with water (mild soap is optional). Apply an antibiotic ointment. If a rash appears, stop using the ointment.
4. Apply lotion that contains aloe vera or a moisturizer. This helps prevent drying and provides pain relief.
5. Bandage the burn. Cover the burn with a sterile gauze bandage (not fluffy cotton). Wrap it loosely to avoid putting pressure on burned skin. Bandaging keeps air off the area, reduces pain and protects blistered skin.
6. If needed, take an over-the-counter pain reliever, such as ibuprofen (Advil, Motrin IB, others), naproxen sodium (Aleve) or acetaminophen (Tylenol, others).

Activation Plan: Eye Injuries

How to Recognize an Eye Injury

Serious eye injuries may lead to blindness so it is important to recognize an injury immediately. The appropriate response is also crucial. **The best thing to do is bring the patient to an eye doctor right away for appropriate medical attention.** If you notice any of the following signs in yourself or another person, call 911.

- Visual impairment
- Eye pain
- Eyelid laceration or cut
- One eye is not moving well
- Unusual pupil size
- Blood on the mucous membrane that covers the front of the eye and lines the inside of the eyelids
- Foreign body in the eye or under the eyelid
- One eye protrudes

Types of eye injuries

A **blow** to the eye with a hard or blunt object may damage the eyelids, eyes, muscles and bones surrounding the eye. Following mild impact, the patient may have a swollen eyelid or black eye. In severe cases, bleeding may occur.

Another common cause of eye injury is a **foreign body** lodged in the eye. Anything may be lodged in the eye such as sand, metal shavings, wood chips or glass slivers. In such situations, it is important to see an eye specialist or call an ambulance right away. Small metallic fragments may not cause immediate symptoms, but these may result in retinal cell damage.

Chemicals may also cause eye injuries, damaging the eye or causing irritation or blindness.

A **cut or scratch** can cause corneal damage. Usual symptoms of this type of injury include light sensitivity, blurred vision, redness, pain and excessive tears.

During the emergency:

1. **Call 911.** If you are unsure about severity, err on the side of caution.
2. Notify (or have someone else notify if you are still on the phone with 911) the Chief Operations/Financial Officer (C. Urban, 843-810-1031) of the accident, providing details about the location, nature of the accident, and any injuries that resulted. If you cannot reach the Chief Operations/Financial Officer, call the Chief Advancement Officer (L. Handal, 843-670-2654 or Chief Academic Officer (W. Razzi, 843-455-8446).
3. Determine **what type of eye injury** has occurred and follow recommendations below. Any type of eye injury needs a thorough examination by a medical practitioner.

4. For minor eye injuries, first aid can be applied while waiting for the ambulance to arrive. Remember that for all eye injuries, the eye **must not be rubbed, touched or pressed**.
5. If a **foreign body** is lodged or stuck in the eye, do not remove it. If you suspect sand or other small grains have got in, a sterile eyewash solution may be used to wash it out, but if this does not work, medical help is required immediately.
6. For a suspected **eye puncture**, the injured part should not be rinsed with water. Do not touch the injured area or allow anything else to touch it. A shield over the eye may help. A simple way to apply a shield is to cut the bottom of a paper cup and tape it to the bones that surround the eye. Bring the patient to the emergency room or wait for the ambulance to arrive.
7. For **chemical eye injuries**, flush the eye with clean water. Do this until all the chemical has been washed away from the eye.
8. For injuries caused by **blows to the eye**, apply a small cold compress to help reduce swelling. But no pressure should be applied on the eye.

Activation Plan: Fires

Before an emergency:

- Know the location of fire extinguishers, fire exits and alarm systems in your area.
- Know how to use a fire extinguisher: direct the discharge of the fire extinguisher toward the base of the flame and extinguish the fire using the PASS method (**P**oint, **A**im, **S**queeze, **S**weep).
- Know where the fire alarm pulls are in your area and how to activate (pull) them.
- Know the building's evacuation routes and procedures (see page 10).

During an emergency

1. **Determine if the fire is controllable.** A controllable fire is one that does not block the room's only exit and for which you readily have available properly sized extinguishers. If a fire is controllable, use the fire extinguisher to put it out.
2. If a **fire blocks exits** or if you do not have a viable extinguisher, an emergency exists even if the fire is small.
3. If the Trolley Barn's alarm has not automatically activated, manually **activate the alarm** at the nearest pull station to signal an evacuation.
4. **Call 911.**
5. **Evacuate** all rooms and close all doors behind you to confine the fire and reduce oxygen—**DO NOT LOCK DOORS. Assist** the handicapped and others who need assistance. **DO NOT EVER USE THE ELEVATORS**, even when assisting the handicapped; find an alternative way to help those who need help out of the building.
6. Those exiting by the **south and east** exits of the Trolley Barn should gather on the far side of the SCRA parking lot. South exits include: front lobby doors, Riley Community Room door, plaster workshop door, large wood shop door, blacksmithing workshop door

Those exiting to the **north side** of the Trolley Barn should gather in the parking lot of the Patrick Veterinary Clinic. North exits include all of the doors on the north hallway (by workshops).

Note: Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

7. **If you become trapped** in the building during a fire, seal any doors between you and the fire with clothing or other suitable material to minimize smoke exposure to your location. If there is a window available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Remain calm.
8. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. **DO NOT** return to an evacuated building for ANY reason until you have received the all-clear signal from your Muster Location Leader.

Activation Plan: Explosions/Vehicular or Plane Crash

Before an emergency:

- Know the location of fire extinguishers, fire exits and alarm systems in your area.
- Know how to use a fire extinguisher: direct the discharge of the fire extinguisher toward the base of the flame and extinguish the fire. Pull the pin on the extinguisher: **Aim, Squeeze, and Sweep** the spray back and forth over the flames.
- Know where the fire alarm pulls are in your area and how to activate (pull) them.
- Know the building's evacuation routes and procedures (page 10).

During an emergency:

1. Immediately **take cover** under tables, desks and other objects, which will guard against falling/flying glass or debris.
2. After the initial effects of the explosion have subsided, **pull the nearest fire alarm**.
3. **Call 911**. Give your name and describe the location and nature of the emergency. Include the details of any known or suspected hazards such as gas leaks and power failures.
4. In the event of fire, or if instructed by someone in a leadership position, **evacuate** the building. Assist the injured or handicapped in exiting. **DO NOT USE ELEVATORS IF THERE IS AN ACTIVE FIRE.**; find an alternative way to assist those who need help.
5. **Evacuate** all rooms and close all doors behind you to confine the fire and reduce oxygen—**DO NOT LOCK DOORS**. **Assist** the handicapped and others who need assistance. **DO NOT EVER USE THE ELEVATORS**, even when assisting the handicapped; find an alternative way to help those who need help out of the building.
6. Those exiting to the **south and east** exits of the Trolley Barn should gather on the far side of the SCRA parking lot. South exits include: front lobby doors, Riley Community Room door, plaster workshop door, large wood shop door, blacksmithing workshop door

Those exiting to the **north side** of the Trolley Barn should gather in the parking lot of the Patrick Veterinary Clinic. North exits include all of the doors on the north hallway (by workshops).

Note: Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

7. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
8. If requested, assist Emergency crews as necessary.
9. **DO NOT** return to an evacuated building for ANY reason until you have received the all-clear signal from your Muster Location Leader.

Activation Plan: Hurricanes and Floods

Hurricanes and tropical storms threaten Charleston during most years' tropical season: June 1-Nov. 30.

Before a storm threatens:

- Before June 1 of each year, the College President or his designee shall call a meeting of the Emergency Management Leadership Team to review readiness for the hurricane season, including the protection of property/records, required supplies and equipment, and preparation time requirements.
- The Chief Operating/Financial Officer should confirm that the necessary hurricane supplies and equipment are in place.
- Within the first week of the Fall semester, emergency contact numbers and Remind 101 communications should be updated.

When a storm threatens:

ACBA plans within the context of the state's system of Operating Condition (OPCON) levels. These OPCONs determine readiness on a scale from 3 to 1 and are activated when required criteria have been met. Depending on the uncertainty of some storms' conditions and timing, OPCONs may not progress sequentially from 3 to 1.

OPCON THREE – Normal Daily Operations

ACBA's Emergency Management Leadership Team monitors local and state emergency managers to assess conditions and threats.

OPCON TWO – Enhanced Awareness

A disaster or emergency is likely to affect the area. The President may convene the Emergency Management Leadership Team to outline preparations and develop a schedule for decisions on suspending classes and other College functions.

If state and/or county officials declare the area to be under a Hurricane Watch, all preparations should be finalized. The Chief Advancement Officer or her designee will communicate any decisions concerning closures, delays or evacuations to faculty, staff, students and the news media

OPCON ONE – Full Alert

A disaster or emergency is imminent or occurring. Upon the S.C. Governor's orders, ACBA will evacuate and close the Trolley Barn. At the Hurricane Warning level, all preparations should be completed and the Trolley Barn evacuated and secured.

Recovery

Once hurricane-force winds subside, the Emergency Management Leadership Team will assess the impact of the storm to the Trolley Barn, as well as the College's ability to resume operations, and take necessary steps to secure the Trolley Barn from further damage or looting. The Chief Advancement Officer or her designee(s) should communicate plans for reopening to College personnel and the media.

Activation Plan: Tornadoes

Before an emergency:

- Identify the closest interior room (the smaller the better) on the lowest floor of the Trolley Barn in which to take shelter. These include:
 - Science Classroom
 - Hawk Board Room
 - First-floor kitchen
 - First-Floor Administrative Supply Closet
 - Externship Office (Martha Waggoner)
 - Recruitment Officer's Office (Kathleen Buckley)
 - Architecture Faculty Office (Bates' former office)
 - Masonry Storage Room
- Be familiar with local emergency monitoring and warning systems. A **Tornado Watch** means tornadoes are likely to occur in the watch area. Be ready to act quickly and take shelter. A **Tornado Warning** means a tornado has been sighted in the area or has been indicated by radar. Take shelter immediately.

During an emergency:

1. When a Tornado Watch or Warning is issued, **alert** the Chief Operations Officer (C. Urban, 843-810-1031). If you cannot reach the Chief Operations/Financial Officer, call the Chief Advancement Officer (L. Handal, 843-670-2654) or Chief Academic Officer (W. Razzi, 843-455-8446).
2. The alerted Leadership Team member will alert the building's occupants through the Intercom and Remind 101 systems. Follow instructions. If you are inside the Trolley Barn, **stay inside**.
3. **Stay away** from doors, windows and outside walls.
4. Stay in the **center of the room** and avoid corners because they attract debris.
5. If **outdoors**, lie in the nearest depressed area, such as a ditch. Cover your head with your hands.
6. **If injuries result, follow** the procedures found on page 13.

Activation Plan: Earthquakes

The Carolina Lowcountry sits above a known fault line and regularly experiences up to 30 earthquakes a year. Very few of these, though measurable with proper instruments, are ever felt by the public nor do they cause any discernible damage. However, on Aug. 31, 1886, Charleston experienced the largest earthquake ever known to strike the East Coast, estimated to have measured between 7.2 and 7.4 on today's Richter Scale, so preparation is a key part of this Emergency Management Plan.

Before an emergency:

- Know the warning signs of an earthquake: (1) a sound that resembles anything from a rifle shot to rumbling thunder or (2) motion that can range from a very minor shake to a catastrophic shifting of the earth.

During an emergency:

1. If you are inside, immediately **take cover** under a table or desk or stand in a doorway or other structures that will provide cover from falling objects.
2. In areas where cover is not available, kneel at the **base of an interior wall** and face the wall with your head down and covered by your arms. Turn the front of your body away from windows and mirrors.
3. **Be alert** for falling objects and stay away from overhead fixtures, filing cabinets, bookcases and electrical equipment. (Especially Bryson's chandelier in the lobby - ha!)
4. If you are **outside**, move to an open area away from buildings, trees, power lines and poles. If you are unable to move to an open area, watch for falling objects, and be aware that the ground may sink and craters may form. Avoid bridges, overpasses, etc. as they may have been weakened.
5. After an earthquake, be aware of the possibility of **aftershocks**.
6. Survey your surroundings to see if others need **help** — for example, the disabled, those requiring first aid, or those trapped under fallen debris. If it is possible and you judge it safe to provide assistance, do so. See procedures for Injuries found on page 13 and 16. **Do not move injured persons** unless they face life-threatening situations such as fires or the imminent collapse of a structure above them. If it is not possible to render assistance or you judge it unsafe to do so, **call 911** and provide information about the location of the individual needing assistance.
7. If possible, **exit the building**. Open doors carefully. Watch for falling objects and downed electrical lines. Do not use elevators. Do not use matches or lighters as gas lines may have ruptured. Once outside, move to an area away from buildings, signs, trees and utility poles that may pose a threat if they collapse or fall.

8. Those exiting by the **south and east** exits of the Trolley Barn should gather on the far side of the SCRA parking lot. South exits include front lobby doors, Riley Community Room door, plaster workshop door, large wood shop door, blacksmithing workshop door.

Those exiting to the **north side** of the Trolley Barn should gather in the parking lot of the Patrick Veterinary Clinic. North exits include all of the doors on the north hallway (by workshops). **Note:** Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

9. Because buildings may have experienced structural damage and aftershocks are likely, **do not re-enter any buildings.**
10. The College's Emergency Management Leadership Team will assemble as soon as possible after the quake. In cooperation with any external emergency personnel available, the Team shall direct all post-quake operations, including shut down of campus utilities, damage assessments, and communications with the media and College personnel.

Activation Plan: Bomb Threats

If you receive a bomb threat, act quickly and notify the police immediately.

During an emergency:

1. If you **observe a suspicious object** or potential bomb on campus, **DO NOT TOUCH IT!**
2. Clear the area and immediately **call 911**, then notify (or have someone else notify if you are still on the phone with 911) the COO/CFO (C. Urban, 843-810-1031), providing details, including location. If you cannot reach the COO/CFO call the Chief Advancement Officer (L. Handal, 843-670-2654) or Chief Academic Officer (W. Razzi, 843-455-8446).
3. Do not open drawers or cabinets, or turn lights either on or off; leave them as they are. **Do not manually activate the building's alarm system.**
4. Evacuate the Trolley Barn. **Assist** the handicapped and others who need assistance. **DO NOT EVER USE THE ELEVATORS**, even when helping others; find an alternative way out of the building.
5. Those exiting to the **south and east** exits of the Trolley Barn should gather on the far side of the SCRA parking lot. South exits include front lobby doors, Riley Community Room door, plaster workshop door, large wood shop door, blacksmithing workshop door

Those exiting to the **north side** of the Trolley Barn should gather in the parking lot of the Patrick Veterinary Clinic. North exits include all doors on the north hallway (by workshops).

Note: Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

6. If you receive a **phoned-in bomb threat** try to have someone else call 911, call the Chief Operations/Financial Officer (C. Urban, 843-810-1031), Chief Advancement Officer (L. Handal, 843-670-2654) or Chief Academic Officer (W. Razzi, 843-455-8446).
7. If it feels advisable, ask the following questions:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
8. **Keep talking** to the caller as long as possible and record the following information:
 - Time of call.
 - Approximate age and sex of caller.
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of the caller.
 - Background noise.

9. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not return to the building for any reason until given the all-clear by the Emergency Leadership Team.

Activation Plan: Suspicious Mail or Packages

Letters and packages may also pose threats, not only from bombs, but also from biological agents such as ricin. If you receive a letter or a package whose external appearance is suspect—for example, it has a powdery residue or oily stains or discolorations on it, or the postmark city is different from the return address city -- follow these steps:

1. **DO NOT OPEN IT.**
2. If possible, isolate the mailing and **cover it** with an item such as trash can to reduce possible contamination.
3. **Evacuate** the immediate area.
4. Notify the Chief Operations/Financial Officer (C. Urban, 843-810-1031) of the accident, providing details including the location. If you cannot reach the Chief Operations/Financial Officer, call the Chief Advancement Officer (L. Handal, 843-670-2654) or Chief Academic Officer (W. Razzi, 843-455-8446).
5. Wash your hands with soap and water.
6. Be prepared to provide the names of others who may have touched the letter or package.
7. Follow any subsequent directives of professional responders.

Activation Plan: Suspicious Person(s) on Campus

The key to threat reduction in this case is to recognize suspicious behavior in the first place. Be vigilant for persons engaging in any of the following activities:

- Going door to door, or office to office.
 - Loitering in hallways or other common areas.
 - Entering private offices or secured areas unescorted.
 - Offering items for sale inside buildings.
 - Asking for money or other goods.
 - Leaving packages.
1. If you see someone engaging in these types of behaviors, **notify** the Chief Operations/Financial Officer (C. Urban, 843-810-1031). If you cannot reach the Chief Operations/Financial Officer, call the Chief Advancement Officer (L. Handal, 843-670-2654) or Chief Academic Officer (W. Razzi, 843-455-8446). Provide the following information:
 - Nature of the incident.
 - Location of the incident.
 - Description of person(s) involved.
 - Current location of the person(s).
 - Your current location.
 2. **Do not activate the building's alarm system** unless directed to do so by a member of the Emergency Management Leadership Team, as this may alert the suspicious person(s) of pending response activities and worsen the situation.
 3. If there is gunfire, explosions, or any other threat of immediate harm, you should **take cover** immediately using any available concealment.
 4. If you are notified through the campus intercom or via Remind 101 of defensive actions to take, comply completely with such directions.
 5. If you are instructed to **evacuate** the Trolley Barn, assist the injured or handicapped in exiting. **DO NOT USE ELEVATOR**; find an alternative way to assist those who need help.
 6. Those exiting to the **south and east** exits of the Trolley Barn should gather on the far side of the SCRA parking lot. South exits include front lobby doors, Riley Community Room door, plaster workshop door, large wood shop door, blacksmithing workshop door

Those exiting to the **north side** of the Trolley Barn should gather in the parking lot of the Patrick Veterinary Clinic. North exits include all of the doors on the north hallway (by workshops).
Note: Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.
 7. **DO NOT** return to an evacuated building for ANY reason until you have received the all-clear signal from your Muster Location Leader.

Activation Plan: Active Shooter/Hostile Intruder on Campus

Before an Emergency:

- Take a moment to review this short video developed by the City of Houston and adopted for use by many campuses across America: <https://www.youtube.com/watch?v=2zfiQAK927s>

During an Emergency:

If you are notified through the campus intercom or Remind 101 text system that an active shooter/hostile intruder is on campus, assume your life is in imminent danger and take the following actions:

1. RUN, HIDE, FIGHT

- **Run** away from the threat if you can, as fast as you can, and never run in a straight line. Do not stop and gather personal belongings. Warn others but do not wait for them. Call 911 when it is safe to do so, then call the Chief Operating/Financial Officer (C. Urban, 843-810-1031), or if no response, the Chief Advancement Officer (L. Handal, 843-670-2654), or Chief Academic Officer (W. Razzi, 843-455-8446)
 - **Hide** if evacuation is not possible by finding a suitable closable and securable location. Close, lock, block and obstruct all windows and doors to minimize accessibility, and close any blinds or curtains to obscure direct lines of sight. Turn off lights and eliminate sources of sound, including cell phones.
 - **Fight** as a last resort to save your life. Use any available means within reach that can be used as a weapon, and position yourself for attack if your door is breached.
2. If you are notified that a **“shelter-in-place”** command is given, take the following actions:
- Stay where you are.
 - Lock yourself in your room, close any blinds or curtains, and silence your cell phones.
 - If you are in a more public location (classroom, student lounge, workshops, library),
 - Stop any ongoing activities (teaching, using machinery, etc...);
 - Close, lock and obstruct all windows and doors to minimize accessibility, and close any blinds or curtains to obscure direct lines of sight;
 - If there are campus visitors or other members of the public around you, encourage them to follow your lead.
3. **Do not activate the building’s alarm** unless directed to do so, as this may alert the intruder(s) of pending response activities.
4. If you are notified by intercom or Remind 101 to **evacuate** the Trolley Barn, assist the injured or handicapped in exiting. **DO NOT USE ELEVATOR**; find an alternative way to assist those who need help.

5. Those exiting to the **south and east** exits of the Trolley Barn should gather **INSIDE** the SCRA. (Please note this directive is different from all the other evacuation mustering instructions.) South exits include front lobby doors, Riley Community Room door, plaster workshop door, large wood shop door, blacksmithing workshop door.

Those exiting to the **north side** of the Trolley Barn should gather **INSIDE** the Patrick Veterinary Clinic. (Please note this directive is different from all the other evacuation mustering instructions.) North exits include all of the doors on the north hallway (by workshops). **Note:** Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

6. If you are caught and subdued by the intruder, never look him/her in the eyes, be submissive and obey all commands, and do not appear to pose a challenge. Try to remain as calm as possible.
7. Once the police arrive, obey all of their commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.
8. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. **IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING** until and unless told to do so by College officials.

Activation Plan: Hostage/Terrorism Crisis

If you hear or see a hostage situation:

1. Immediately remove yourself from any danger.
2. Call 911, then call the Chief Operating/Financial Officer (C. Urban, 843-810-1031), or if no response, the Chief Advancement Officer (L. Handal, 843-670-2654) or Chief Academic Officer (W. Razzi, 843-455-8446). Be prepared to provide the following information:
 - Location of incident
 - Number of hostage takers, to the best of your knowledge
 - Physical description and names of hostage takers, if possible
 - Number of hostages taken, to the best of your knowledge
 - Any weapons the hostage takers may have
 - Your name
 - Your phone number

If you are taken hostage:

1. Remain calm, be polite, and cooperate with your captors.
2. DO NOT attempt to escape unless there is an extremely good chance of survival. It is usually safer to be submissive and obey your captors.
3. Speak normally. DO NOT complain, avoid being belligerent, and comply with all orders and instructions. Avoid getting into political or ideological discussions with the captors.
4. DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
5. Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
6. Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
7. If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
8. Try to stay low to the ground or behind cover from windows or doors, if possible.

Things to do when rescuers arrive:

1. DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
2. Wait for instructions and obey all instructions you are given.

3. Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
4. Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear.
5. You will be taken to a safe area where proper identification and status will be determined.

Activation Plan: Violence on Campus

Workplace violence includes threatening behavior, acts of violence, or property damage perpetrated by students, faculty or staff, as well as actual or implied verbal and non-verbal threats, harassment, intimidation and disruptive behavior that may lead to physical harm or property damage.

Responding to Non-Threatening Disruptive Behavior

Effectively addressing non-threatening behavior may prevent that behavior from escalating to violence. Take the following steps address to non-threatening disruptive behavior:

1. Attempt to defuse the situation by responding quietly and calmly.
2. Avoid taking the individual's behavior personally.
3. Demonstrate concern by listening closely and asking questions.
4. Communicate clearly and summarize what you heard the individual say.
5. Focus on things that you and the individual agree upon and try to resolve the person's concern.
6. Notify the Chief Operating/Financial Officer (C. Urban, 843-810-1031). If you cannot reach the Chief Operations/Financial Officer, call the Chief Advancement Officer (L. Handal, 843-670-2654 or Chief Academic Officer (W. Razzi, 843-455-8446).

If the Disruptive Behavior Continues

1. Assess whether or not the individual appears to be dangerous.
2. If you believe that the individual is upset but not dangerous, set limits and seek assistance from others as necessary. Examples of setting limits include instructing the individual to lower his/her voice; advising patience so you can help; warning that disruptive behavior will not be tolerated and may result in punitive action; and asking the individual to leave your office/area.

Responding to Threatening Behavior

If following the guidelines above fail to resolve the issue:

1. Remain in a public area and avoid isolation.
2. Do not touch or attempt to remove the individual from the area.
3. Alert others for assistance by using a prearranged distress signal. In turn, they should call the Chief Operating/Financial Officer (c. Urban, 843-810-1031), or if no response, the Chief Academic Officer (W. Razzi, 843-455-8446) relaying as many details as possible of the ongoing incident.
4. Avoid mentioning discipline or calling authorities if you believe the individual will respond violently.
5. Find a way to excuse yourself from the area and get help.

Activation Plan: Chemical Spill/Hazardous Materials

Before an emergency:

- Know DHEC's number for environmental emergencies: 888-481-0125
- Know the location and operation of the valve to cut off gases in the science classroom and workshops

During an emergency:

1. Any emergency spill of a hazardous chemical or material should be **reported** to the Chief Operating/Financial Officer (C. Urban, 843-810-1031), or if no response, the Chief Advancement Officer (L. Handal, 843-670-2654) or Chief Academic Officer (W. Razzi, 843-455-8446). The Emergency Leadership Management Team will contact the authorized personnel to assist with clean-up.
2. When reporting, **be specific** about the nature of the involved material and exact location.
3. If possible, the individual discovering the spill should **vacate the affected area** at once and seal it off to prevent further contamination of other areas.
4. Anyone who may be contaminated by the spill should **avoid contact** with others as much as possible, remain in the vicinity, and give their names to responders. Required first aid and cleanup should be administered by specialized authorities as soon as possible.
5. Instructions for dealing with chemicals in the eye are on page 16.
6. If the nature of the spill threatens other building occupants (fire conditions, toxic/acrid vapors or fumes), activate the building alarm to signal an **evacuation**. Assist the injured or handicapped in exiting. **DO NOT USE ELEVATOR**; find an alternative way to assist those who need help.
7. Those exiting to the **south and east** exits of the Trolley Barn should gather in the parking lot on the far side of the SCRA. South exits include: front lobby doors, Riley Community Room door, plaster workshop door, large wood shop door, blacksmithing workshop door.

Those exiting to the **north side** of the Trolley Barn should gather in the parking lot of the Patrick Veterinary Clinic. North exits include all of the doors on the north hallway (by workshops).

Note: Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

8. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. **DO NOT** return to an evacuated building for ANY reason until you have received the all-clear signal from your Muster Location Leader.

Activation Plan: Carbon Monoxide

Carbon monoxide (CO) is a colorless, odorless, tasteless gas, as well as a dangerous chemical asphyxiant. As a precaution against CO exposure hazards, CO detectors are tied into the Trolley Barn's fire detection/ suppression systems.

Before an emergency

- Recognize activities and locations where CO is routinely generated, as well as the physical signs/symptoms associated with CO exposure:
 - Heating systems, hot water heaters, and emergency generators that burn natural gas or fuel oil are usually in building mechanical spaces or other outdoor locations.
 - Any device, such as a forge, that combines an open flame and fuel source.
 - Where there is exposure to smoke/fire, there is also exposure to CO.
- Since CO exposure inhibits the body's ability to take in oxygen, the signs/symptoms of CO exposure include headaches, nausea, dizziness, confusion and hallucinations, each of which worsen as either CO's concentration in air or duration of exposure increases.

During an emergency:

1. If the Trolley Barn's CO detector activates, the building's alarm will sound an evacuation notice.
2. If you have reason to believe there might be CO hazards, immediately notify the Chief Operations/Financial Officer (C. Urban, 843-810-1031). If you cannot reach the Chief Operations/Financial Officer, call the Chief Advancement Officer (L. Handal, 843-670-2654) or Chief Academic Officer (W. Razzi, 843-455-8446). Based upon this evaluation, decisions will be made to clear the situation or evacuate the building
3. If a CO hazard exists resulting in a building evacuation, assist the handicapped or others needing assistance in exiting. **DO NOT USE ELEVATOR**; find an alternative way to assist those who need help.
4. Those exiting to the **south and east** exits of the Trolley Barn should gather in the parking lot on the far side of the SCRA. South exits include front lobby doors, Riley Community Room door, plaster workshop door, large wood shop door, blacksmithing workshop door.

Those exiting to the **north side** of the Trolley Barn should gather in the parking lot of the Patrick Veterinary Clinic. North exits include all of the doors on the north hallway (by workshops).

Note: Because of residential fencing north of the North Property, it will be necessary to continue to Patrick's Vet Clinic using the Meeting Street sidewalk.

5. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
6. **DO NOT** return to an evacuated building for ANY reason until you have received the all-clear signal from your Muster Location Leader.