



CAC
CLEMSON ARCHITECTURE CENTER
CHARLESTON

EMERGENCY ACTION PLAN

DATE OF LAST REVISION: 12 July 2013

REVISION RECORD

- v1 original issue
- v2 correct typographical errors and change information about covering Marine Hospital windows (5.3.2.1)

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1.0 PURPOSE The purpose of this document is to establish a procedure for emergency response, including injuries, fires, and hurricanes. This plan is intended to comply with OSHA 1910.38(a).

2.0 REPORTING EMERGENCIES In the event of an emergency (other than a hurricane), report the event in this order:

1. Call 911.
2. Call the Center's Director (843-364-2410). If unavailable, call the Administrative Assistant (843-901-9696).
3. If a shop-related emergency, call the Shop Manager (843-696-3343).

3.0 UNIVERSITY REQUIREMENTS See links below to Clemson University emergency preparedness policies and guidelines. University policy will supercede CAC.C requirements except where an emergency situation might dictate a more prudent action.

http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/concealed_weapons.html

http://www.clemson.edu/campus-life/campus-services/cufd/emergency_actions/

<http://www.clemson.edu/campus-life/campus-services/cufd/campusemergencymanagement/preparedness.html>

http://www.clemson.edu/campus-life/campus-services/cufd/campusemergencymanagement/campus_evacuation.html

<http://www.clemson.edu/campus-life/campus-services/cufd/campusemergencymanagement/disaster.html>

4.0 BUILDING EVACUATION In the event of a fire or an emergency requiring building evacuation (other than a hurricane), follow this procedure:

4.1 marine hospital—FROM THIRD FLOOR

1. ACTIVATE AIR HORN.
2. FEEL door to stairway.
 - a. IF HOT or IF SMOKE COMING IN FROM AROUND DOOR: Exit to Piazza.
 - b. USE ESCAPE LADDER MOUNTED ON WALL ON EACH SIDE OF PIAZZA. Place ladder over the railing with the rungs facing away from the piazza and on the outside of the railing. Exit via this option if no other means of egress is apparent.
 - c. OTHERWISE: Exit through stairway (blowing airhorn) to lowest level and exit.
3. Call 911.

4. Call the Center's Director (843-364-2410). If unavailable, call the Administrative Assistant ((843-330-7924).
5. ASSEMBLE at corner of Queen/Franklin Streets and count. If anyone is thought to be still inside, notify Fire Department.

4.2 marine hospital—FROM SECOND FLOOR

1. On KEYPAD, push C+7 keys at the same time.
2. Exit out front door and down to street.
3. Do not re-enter building. Do not use fire extinguishers.
4. CALL 911.
5. Call the Center's Director (843-364-2410). If unavailable, call the Administrative Assistant (843-901-9696).
6. ASSEMBLE at corner of Queen/Franklin Streets and count. If anyone is thought to be still inside, notify Fire Department.

4.3 shop

1. ACTIVATE AIR HORN (available at every exit).
2. EVACUATE building. Do not use fire extinguishers.
3. Do not re-enter building. CALL 911. Report: "There is a fire at the 1 Simons Street at dead end of Simons Street". Do not hang up until told to do so by operator.
4. Call the Center's Director (843-364-2410). If unavailable, call the Administrative Assistant (843-901-9696).
5. ASSEMBLE behind in the street and count. If anyone is thought to be still inside, notify Fire Department.

5.0 INJURY In the event of an injury, follow this procedure:

1. Make sure area is safe; ascertain the severity of injury.
2. FOR SERIOUS INJURY:
 - a. Call 911.
 - b. Administer first aid. First Aid Kit is on cabinet in 3rd Floor bathroom. Do not move victim unless area is dangerous.
 - c. Send someone to Franklin Street to direct emergency personnel inside.
 - d. Notify Center's Director (843-364-2410). If unavailable, call the Administrative Assistant (843-901-9696).
 - e. The Center Director should contact Student Affairs at Clemson University (864-656-0471) and the Chair of the School of Architecture. In case of death, also contact the Vice President's Office (864-656-2161).
3. FOR MINOR INJURY:
 - a. Administer first aid. First Aid Kit is on cabinet in 3rd Floor bathroom.
 - b. Call the Center's Director (843-364-2410). If unavailable, call the Administrative Assistant (843-901-9696).

6.0 HURRICANE PLAN The Hurricane Plan should be followed *in sequence*. The CAC.C will set an Evacuation Time, which will be 36 HOURS before the projected landfall (if the storm will hit near Charleston) or when the City of Charleston advises a voluntary EVACUATION, which ever comes first—at which point the Plan should be abandoned after the ALERT (6.2).

6.1 preparation

6.1.1 Assign Captains

Students will be assigned jobs as Captains. A back-up Captain shall also be designated for each post. All Captains should walk-through their assignments at the beginning of the semester.

.1 HURRICANE CHIEF

The Hurricane Chief will be one of the following, in order of availability:

1. Professor Huff
2. the Administrative Assistant, Mimi Rose
3. Professor Pastre
4. the student back-up Chief

The Hurricane Chief is in charge of assigning replacements to posts, overseeing progress of plan, foreseeing problems, and insuring the safety of persons over possessions. The Hurricane Chief should not *do* any of the work, but shall keep calm and focus attention on following the plan and attending to its safe and thorough execution.

.2 STATUS CAPTAIN

Responsible for news updates and communications. Shall have a portable radio with fresh batteries in car at all times.

.3 EXTERIOR CAPTAIN

Manages the Exterior Stabilization (6.3.2).

.4 INTERIOR CAPTAIN

Manages the Interior Stabilization (6.3.3).

.5 SHOP CAPTAIN

Manages the Shop Stabilization (6.3.4).

6.1.2 Verify Contact Info

Verify that the CAC-Roster information is accurate.

.1 ADMINISTRATIVE ASSISTANT

The Administrative Assistant shall compile any changes to the CAC Roster, and distribute printed copies to students and the Director; emailing the Distribution worksheet to the Program Coordinator (Regina Foster) and the Chair of the School of Architecture (Kate Schwensen).

6.1.3 Give Instructions to Families + Friends

Students should tell anyone who might be concerned about their well-being to contact the Program Coordinator, Anne Dabb, in the event they cannot be reached during a storm emergency. Explain that a designated person will keep Ms.

Dabb informed as to our evacuation procedure and the students' whereabouts.

6.1.4 Storm Kit

Put the following into a bag, and keep it in your car while you are attending the CAC:

.1 PLAN

A copy of this Hurricane Plan and the CAC-Roster.

.2 LIST

A list of valuables to be removed from your house or apartment in the event of a hurricane, including your wallet (with your CAC data card).

.3 FOOD + WATER

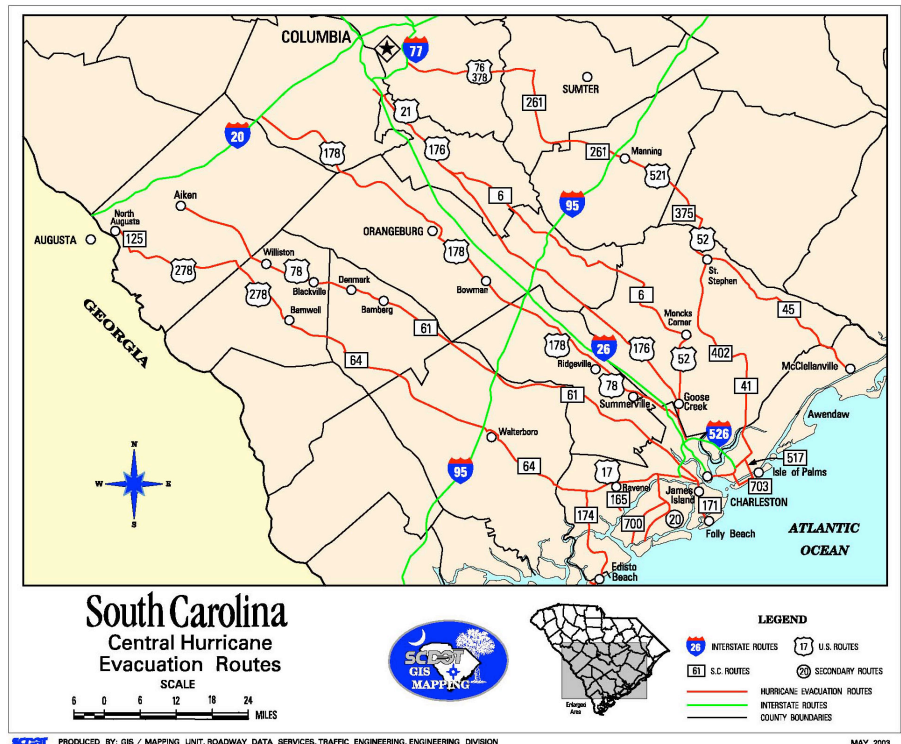
48-hours worth of food and water that will not spoil.

.4 MONEY

\$50 in cash. Don't ever take money out of this stash unless you are into the Evacuation.

.5 EVACULATION ROUTE

An updated copy of the official evacuation routes and maps: <http://www.dot.state.sc.us/getting/evacuation.html>. Also, a good highway map for the State and coastal counties. (Do this NOW; the website will be swamped when a hurricane is approaching.)



6.1.5 UNDERSTAND THE PLAN

Read this Plan! Understand this plan! When a hurricane is on the way, you will not be clear headed. FOLLOW THIS PLAN!

.1 LEGEND

PRIORITY 1 = most important

PRIORITY 2 = important

PRIORITY 3 = least important

6.2 Alert

If you learn of an approaching hurricane, notify the Hurricane Chief. If there is need for alarm, the following Alert plan will take effect.

6.2.1 Status

The Status Captain will monitor the severity and distance of the storm, checking with the National Hurricane Center (<http://www.nhc.noaa.gov/>) and monitoring local media for City evacuation orders. The Status Captain will stay in communication with the Hurricane Chief, who will determine when to activate the Alert.

6.2.2 Rendezvous

Once the CAC-Evacuation plan is activated by the Director, he will set a rendezvous time and the Status Captain will notify all students.

- .1 IF Storm is within 36 hours of landfall in the Coastal Area, or if the City as advised evacuation . . .
notify students to go ahead and evacuate.
- .2 OTHERWISE . . .
instruct students to:
 - a) Grab the LIST of valuables (6.1.4.2);
 - b) FILL their gas tanks; and
 - c) Assemble at the Rendezvous time at the Marine Hospital, Jury Room.
- .3 THEN . . .
Call Ms. Dabb and tell her we are activating the Hurricane Plan. If she is not home, leave a message and call the SofA Chair. Make arrangements for the Administrative Assistant to send her a current CAC-Roster.

6.3 stabilization

6.3.1 Command Center

The Jury Room will be the command center for administering the Hurricane Plan.

.1 ROOM SET-UP

Many things will be happening in the Jury Room and the Library. Status Captain starts by having the first arrivals set up:

A. CLEAR

Clear the floor area. Stack the chairs along the West end of the room (by the windows, away from the doors).

B. TABLE

In the Library, clear the tables for the Equipment Stash (**Error! Reference source not found.**)).

C. BLACKBOARD

Set up the blackboard or white erase board where it can be reached by the Status Captain and seen by people coming

and going from the Jury Room. Divide the board into three vertical panels titled:

<u>TIME</u>	<u>TEAMS</u>	<u>PEOPLE</u>

.2 STATUS

A. TIMING

Status Captain shall monitor the weather on a computer (or a transistor radio in case of power failure). Check status every 15-30 minutes, between tasks.

Under the TIME section of the blackboard, indicate:

1. Hurricane Landfall
2. CAC Evacuation Time
3. Time Until Evacuation

Update this panel according to the weather reports.

<u>TIME</u>	<u>TEAMS</u>	<u>PEOPLE</u>
LANDFALL - SAT 15:30 CAC EVAC - THURS 13:00 TIME TO GO = 8 HRS		

B. COMPLETION

Between weather reports, make the rounds of the Stabilization Teams and check-off items from this Plan as they are complete. Keep Captains abreast of their progress against the evacuation time.

.3 TEAM ASSIGNMENTS

A. PEOPLE

As students arrive, have them sign-in on the blackboard under PEOPLE. Keep an accurate tally, so you can account for everyone. Never erase a name; if someone leaves the Center,

cross the name out and indicate where they went and what time.

<u>TIME</u>	<u>TEAMS</u>	<u>PEOPLE</u>
LANDFALL - SAT 15:30 CAC EVAC - THURS 13:00 TIME TO GO = 8 HRS		BROWN CONE KRONK LEVINSKY LOVELACE LUCAS NEWMAN SHAUKAT TRAINO WILEY HUGGINS <small>THURS 10:00 TO HIS HOUSE</small> WALKER MILLER

B. TEAMS

In the middle of the blackboard, list the following teams with room below to add names:

<u>TIME</u>	<u>TEAMS</u>	<u>PEOPLE</u>
LANDFALL - SAT 15:30 CAC EVAC - THURS 13:00 TIME TO GO = 8 HRS	<u>exterior</u> CONE - CAPTAIN BROWN NEWMAN <u>interior</u> LOVELACE - CAPTAIN KRONK WILEY <u>shop</u> TRAINO - CAPTAIN SHAUKAT LEVINSKY	BROWN CONE KRONK LEVINSKY LOVELACE LUCAS - STATUS CAPTAIN NEWMAN SHAUKAT TRAINO WILEY HUGGINS <small>THURS 10:00 TO HIS HOUSE</small> WALKER MILLER

Assign new arrivals to one of the three teams according to the priority of outstanding tasks. Reassign as needed to accomplish priority items.

6.3.2 Exterior Stabilization

CREW: 2-3 people needed.

TIME: 2-3 hours.

CAPTAIN: Captain's responsibility is to follow these instructions in sequence, checking progress against estimated time-to-evacuate given by Status Captain.

.1 SHUTTERS + WINDOWS—**PRIORITY 1**

In the event of a municipal hurricane alert, the City of Charleston will cover all windows in the Marine Hospital. If that happens, we can abandon this job; if not, we will endeavor to provide basic protection.

A. THIRD FLOOR

4. AC: Remove screws from side panels to window airconditioner. Make sure no one is standing below. Unplug unit and pull inside.

5. SHUTTERS: Close and lock all shutters that can be reached. (All windows are operable, though multiple persons may be required to move sashes.)
6. WINDOWS: Close and lock all windows.
7. PIAZZA: Move all furniture and objects from the Piazza into the lobby *after the Interior Stabilization team is finished on the third floor*. Lock all doors.

B. SECOND FLOOR

Repeat process from 6.3.2.1 a.

.2 NEXT

Report to the Status Captain in the Jury Room for another assignment.

6.3.3 Interior Stabilization

CREW: 3-10 people needed.

TIME: 4-6 hours Plan A; 3-4 hours Plan B

CAPTAIN: Captain's job is to compare task-times against estimated time to evacuate), accomplishing jobs by priority. Assign sub-teams to each of the following areas of work.

1. Rare Books (all on rare-book shelf in Library).
2. Director's laptop computer and remote hard drive.
3. Fileserver.
4. Any critical project work that has not already been acquired in the above backups.

.1 EQUIPMENT RELOCATION—PRIORITY 2

During hurricanes, roofs are often blown away and lower levels flooded. Consequently, valuables should be moved to the Second Floor, if time allows. In the third-floor bathroom is a box of Hurricane Bags with ties and cord which can be used to secure these items.

Items in GRAY must be done *after* the Back-up step.

A. RELOCATION—STORAGE CLOSET

Bag and seal the following equipment and move it to the storage closet in the Jury Room. Set it a few inches off the floor. Lock door:

1. Library computer cpu (requires key to Library);
2. Techno and student computer cpu's (requires computer keys from Administrative Assistant).

B. RELOCATION—3RD FLOOR

Bag or seal the following equipment and move where indicated:

1. computer CPUs and monitors: to the floor, under tables, toward the middle of the room.
2. plotter: to the hall between bathroom and adjunct office.
3. laser printer: bag in leave in place

4. copier: bag and move away from outside door

.2 LOCK UP

Lock and secure the third-floor door to the piazza. Lock all doors on the third floor.

.3 NEXT

Report to the Status Captain in the Jury Room for another assignment.

6.3.4 Shop Stabilization

CREW: 2-4 people.

TIME: 2 hours.

CAPTAIN: Status Captain posts Team Assignments on the blackboard.

.1 SUPPLIES

Take plastic, bags, and duct tape from Hurricane Box in 2nd Floor Bathroom.

.2 POWER

Unplug all tools.

.3 PROTECTION

Bag and seal large equipment, especially to protect motors. Leave heavy items in place; slide lighter equipment away from windows.

.4 TOOLCRIBS

Open ToolCribs and move tools on lowest shelf up, either within Crib or on top of Crib and Tables. Leave most valuable tools inside Crib and lock.

.5 SANDBAGS

Move sandbags from inside Octagon door to outside.

.6 JAIL YARD

Tie-down and stabilize constructions, tents, supplies, and other CAC-C projects in the Jail Yard. Move objects that will fit inside the Jail.

.7 LOCK + ALARM

Set the Alarm, lock the Jail, and exit. Set sandbags against bottom outside of door.

.8 NEXT

Report to the Status Captain in the Jury Room for another assignment.

6.4 evacuation

6.4.1 Round-up

When it is time to Evacuate, call everyone to the Jury Room. Check off names as people appear. If everyone does not show up, send one runner to each of the following locations:

1. The Jail,
2. The Jail yard (to search the cars),
3. The toilets,

4. The 3rd Floor, and
5. Franklin Street (to search the cars).

No one else leaves the room. When all runners return, check the PEOPLE list again. If someone is missing, put a question mark by the name and continue.

6.4.2 Carpool

Find out who will ride together. Verify that drivers have full tanks. Write down the carpools.

6.4.3 Load

Distribute the Equipment Stash and load it into the cars.

6.4.4 Directions + Destinations

Get a traffic report and verify evacuation routes. If not sure where to go, evacuate to Lee Hall in Clemson. Write down everyone's evacuation destination.

6.4.5 Notification

.1 DIRECTOR

Call the Director (if he is not present) and tell him the students are preparing to leave Charleston. Notify him if anyone is missing.

.2 PROGRAM COORDINATOR

Call the Program Coordinator that the students are preparing to leave Charleston. Give her:

1. The list of names, indicating who is present and absent.
2. The carpool plan.
3. The destination of each person.

6.4.6 Lock + Alarm

Arm the alarm, lock the doors, and exit.

7.0 CONTACTS

CAC DIRECTOR Robert Miller
M: 843-364-2410
miller@clemson.edu

CAC ADMINISTRATIVE ASSISTANT Mary Martin Walker
M: 843-901-9696
mwalke2@clemson.edu

PROFESSOR + SHOP MANAGER David Pastre
M: 843-696-3343
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PROFESSOR Ray Huff
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PROGRAM COORDINATOR T. Anne Dabb
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CHAIR, SCHOOL OF ARCHITECTURE Robert Hogan
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8.0 APPENDICES

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E N D O F H U R R I C A N E P L A N