** EREC EMERGENCY ACTION PLAN **

1. **Purpose**

This program establishes minimum guidelines to prevent injury, loss of life or property damage due to emergency situations here at the EREC campus. This plan will prepare employees for dealing with emergency situations and meet regulatory requirements.

 **2. Scope**

This plan applies to EREC as it relates to the below such instances where emergency procedures need to be followed to effectively address the situation at hand.

* Medical
* Fire
* Weather
* Earthquake
* Bomb Threat
* Chemical Spill
* Terrorism / Workplace violence
* Extended power loss

**\*Refer to building specific emergency plans that are contained in the appendix for more specific protocol and action.**

### 3. Roles and Responsibilities

## Safety Manager:

* + 1. Responsible for the initial design and management of the Emergency Action Plan (EAP).
		2. Serves as a continuing knowledge resource and annual training coordinator.
		3. Maintains the training records of this plan.
		4. Responsible for coordinating tests of the emergency notification system with the local authorities.

## Emergency Coordinators (EC):

* + 1. Assist in implementing the provisions of this program within their assigned areas.
		2. Assist in the assembly or evacuation of all people within their respective areas.
		3. Account for all employees / visitors / students / contractors within their areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Primary EC** | **Phone #** | **Alternate EC** | **Phone #** |
| EREC | BOB WEBB | 803-709-0348 | JAMES SMOAK | 803-671-1986 |
| PRECISION AGBUILDING | BEN FOGLE  | 803-707-9641 | KENDALL KIRK | 864-844-3423 |
| MECHANIC SHOP | TIM STILL | 803-300-2973 | KIM STILL | 803-300-7063 |
| All | Kurt Rayburg cell#  | 843-714-9730 |  |  |

## Employees / Students / Contractors:

1. Follow the procedures described in this document.
2. Attend and complete all training required relative to this program.
3. Immediately report any concerns to supervision relating to this plan.

**4. Emergency Specific Protocols:**

A. **MEDICAL EMERGENCIES**

 i Authorities are to be called prior to rendering any assistance. Emergency numbers are:

 \_\_\_\_\_911\_\_\_\_\_\_\_\_\_\_ Emergency number

\_\_\_\_\_803-547-1078\_\_ Fire and Police Dispatch (Barnwell County)

 \_\_\_\_\_\_\_ Facility Security

ii. The following information should be provided:

 a. Nature of emergency

 b. Location of emergency 64 RESEARCH ROAD BLACKVILLE, SC 29817

 c. Your name and phone #

iii. The majority of EREC personnel that have been trained in first aid / CPR / AED for voluntary response. Call out the need for assistance and a nearby competent person in first aid administration should respond. The medical first aid assistance will be administered until emergency personnel arrives.

B. **FIRE EMERGENCY**

i. All fires within the facility will be reported as soon as possible. The two methods of reporting are:

1. pull emergency fire boxes (1st) (Alarm will sound)
2. Call 911 emergency (2nd)

ii Attempt to extinguish a fire only if you:

1. Have pulled an emergency fire box
2. The fire is small and not spreading to other areas
3. If you are trained in the use of a fire extinguisher
4. You can always escape the fire area

iii. Occupants must:

1. Exit the building immediately using designated egress route or alternate route.
2. Assemble in the front parking area near the flagpole for each facility.
3. Remain outside until the EC (Emergency Coordinator) announces that it is safe to enter.
4. Familiarize themselves with the evacuation route plan.

iv. EC (Emergency Coordinator) / Managers / Designated Employees should:

1. Disconnect utilities and equipment (if necessary)
2. Coordinate an orderly evacuation
3. Perform an accurate headcount of employees for your respective area
4. Determine rescue method to locate missing personnel
5. Assist in the overall emergency effort

v. Evacuation Routes

1. Evacuation route maps are posted throughout each area which show exit routes, exits and fire extinguishers.
2. Evacuation maps for each area can be found posted throughout that area.

 C. **WEATHER**

i. Weather alerts are monitored by Clemson. When an alert is issued by the weather service, employees will be notified by email or announcement.

ii. Tornados occur quickly and warning sirens will be heard at the EREC campus. Do not wait for an email or announcement. Assembly into the tornado designated shelter areas below is necessary when sirens are heard.

a. Administration Building Tornado shelter are interior rooms such as lunch room and bathrooms.

 b. Precision Ag Building Tornado shelter are the interior conference rooms and control rooms.

 c. Staff Building Tornado shelter areas are internal classrooms and restrooms.

iii. Flood exposure is eminent here in the low country. Clemson monitors the conditions through the national weather service and announces to employees if there are potential hazards.

1. EREC campus will send a notice if there is flooding in the area of the campus.
2. Employees should not attempt to cross unsafe standing water.
3. Employees should use discretion and contact their supervisor if they are unable to reach the EREC campus.

iv. Hurricane exposure is significant and known well in advance. EREC monitors the National Weather Service and follows warnings that are issued. If a hurricane exposure is eminent the EREC Campus will:

1. Issue communication for evacuation.
2. Require Emergency Coordinators to follow shutdown procedures that are in appendix.
3. Prepare the campus for the storm.
4. Not permit anyone to remain on the campus.

D. **EARTHQUAKE**

 i. Earthquake exposure is significant in the low country.

 ii. In the event of an earthquake:

1. Stay indoors near the center of the building
2. Take cover under sturdy areas or the building / furniture
3. Do not use stairs or elevators because they may be unstable.
4. If outdoors, move to an open area away from buildings and utility lines

iii. After the earthquake, employees should:

1. Wait for the emergency coordinator to give the “all clear” to exit the building
2. Assemble in the designated fire emergency assembly area.
3. Wait for a period of time where significant aftershocks may be experienced.
4. Await the emergency coordinator to survey the building and give the permission to re-enter the building.

E. **BOMB THREAT**

i. If a bomb threat is received, the person receiving the call should attempt to obtain as much information as possible.

ii. Be calm, courteous and listen closely.

iii. Have another coworker contact security to evacuate the building.

 iv. Pretend to have difficulty hearing and ask the following questions:

1. When will it go off?
2. Where is it located?
3. What kind of bomb?
4. What does the package look like?
5. How do you know so much about the bomb?

v. Notify security as soon as possible relaying the information to them.

vi. The safety coordinator will stand outside and guide the authorities upon arrival.

1. The “all clear” should be received from the authorities before anyone re-enters the building.

vii. Complete CLEMSON Bomb Threat Checklist when possible. Follow attached link:

 https://www.clemson.edu/campus-life/campus-services/cufd/documents/bomb-checklist.pdf

F. **CHEMICAL SPILL**

 i. When a large spill occurs, (> 10 gallons) prompt action is necessary by the person discovering it.

 ii. The discoverer of the spill should:

1. Immediately notify their supervisor and the emergency coordinator.
2. If knowledgeable of the spilled product, and it is safe to do so, **contain** the spill with the appropriate materials that are staged in designated areas. (pads, pigs, absorbents, etc.)

\*\*\*\*\*Proper Protective Equipment should be used prior to action\*\*\*\*\*\*

1. Secure the area to prevent people from contact or exposure.
2. Do not attempt to clean the spill unless you have been trained to do so.

iii. The spill cleanup company should be contacted to respond to the spill. The information is:

 **O.E.S. Clemson University Campus (June Brock Carroll ) 864 633 6357**

iv. When a small spill occurs:

1. Notify the supervisor and the Safety Manager of the spill.
2. Determine method of spill control and containment needed.
3. Don appropriate Personal Protective Equipment (PPE)
4. Clean the spill using the appropriate materials and techniques shown in the SDS.
5. Contain the spill materials and contaminant in the appropriate type of drum.
6. Store labeled drum in waste area until removed by waste removal firm.

v. Petroleum Products only:

1. If spill is greater than 10 gallons, the Safety Manager will report the spill to the Clemson Environmental Safety Group (Derrick Laws) 907 227-0025.

G. **WORKLPLACE VIOLENCE / TERRORISM**

 i. There are many aspects of workplace violence which include:

1. Physical Assault and threats
2. Continuous harassment causing fear, worry or intimidation
3. Action aimed at disrupting or sabotaging operations
4. Indirect threats such as “I know where you live”

ii. If you experience any of the above or believe you are experiencing a form of workplace violence, contact you supervisor or manager and discuss the experience. Action taken to prevent recurrence will be performed in accordance with the laws of South Carolina and State agencies.

iii. Terrorist actions are possible in the work environment. If you believe an occurrence is unfolding in your work area, you **must** take one of three actions:

 **Run** - If time permits, run away from the aggressor

 - Plan ahead; have an escape route in mind

 - Leave your belongings behind

 - Encourage others to escape, if possible

 - Keep your hands visible so police know you are not armed

 - Call 911 when you are safe

 **HIDE -** Hide in an area out of the shooter’s view

 - Lock the door or block entry to your hiding place

 - Silence your phone (including vibrate) and remain quiet

 - Avoid windows

 **FIGHT** - As a last resort and only when your life is in imminent danger:

* + - 1. Act with as much physical aggression as possible
			2. Improvise weapons such as scissors
			3. Commit to your actions, your life may depend on it!

iv, Review the Homeland security video:

 <http://www.dhs.gov/video/options-consideration-active-shooter-preparedness-video>

H. **EXTENDED POWER LOSS**

* + 1. Each department has various systems that may need to be sequentially turned off if there is a power interruption. Please refer to department specific shutdown protocol to determine appropriate sequence in appendix.
		2. Loss of power for some systems may require covering the system to prevent moisture buildup. Please refer to machine specific protocol to determine if this action is necessary.
1. **IN CASE OF A TORNADO**

Depending on the length of time one has to take cover EREC has a few places that would be sufficient to sit out a storm.

* + 1. All persons in field lab and shop should come to either Administration building, Staff and Lab building, Head house or Precision Ag building.
* Admin building has restrooms and two storage rooms that could protect people in need
* Staff and lab building has both 2 restrooms that will provide good protection; both have block walls
* Head house is a block building that has a restroom and rear storage area to protect people
* Precision Ag building has a full basement that would be an excellent storm shelter
* Student house East could use center storage room
* Student house West has two center storage rooms and a half basement

 J. **EMERGENCY PLAN FOR STORMS (HURRICANE OR TROPICAL)**

 i. Cattle care

* Move cattle to the safest areas (pastures with non- electric fence)
* Provide extra water tanks in view of lost electrical power
* Provide hay if pastures are not able to carry animal capacity
* Fill fresh water mobile tanks so to provide water for animals if electrical power is lost
* Equip well sites in cattle areas with generator hook up to provide water to animals

 ii. Equipment care

* All equipment that could provide assistance with clean up after a storm should be filled with fuel prior to the storm. This includes heavy equipment, trucks, tractors, generators and chain saws.
* The equipment should be parked either inside a building or outside away from buildings or trees
* Lower all mobile grain augers to their lowest position place away from tree line

 iii. Irrigation care (Pivots and laterals)

* All main electrical sources should be shut down (wells and pivots)
* Walk all systems away from tree line or electrical lines. (If weather temperatures allow, do not drain system)

 iv. Buildings (Field labs)

* Lock all roll up doors and walk through doors
* Put any loose materials inside your lab so the wind doesn’t take them away
* Shut down any natural or lp gas valves going into the buildings