University of South Carolina
Department of Civil and Environmental Engineering

Emergency Management Plan

March 2003

M. Hanif Chaudhry, Professor (chaudhry@engr.sc.edu)
Chair, Department of Civil and Environmental Engineering

Kent A. Harries, Assistant Professor, Department Safety Officer (harries@sc.edu)
EMERGENCY PHONE NUMBERS FOR UNIVERSITY SERVICES

Campus Police 24-hour emergency line, 777-9111 (or 7-9111 from a campus phone). This is the number to call for all emergencies (fire, explosion, chemical exposure, ambulance service, etc.).

Call 7-9111 from a campus phone for all emergencies

Health & Safety Programs Unit, 777-5269 during working hours from 8:30 am to 4:30 p.m.

Occupational Health Services (OHS) can be reached at 777-3472 or 777-9057, 8:30 am to 4:30 p.m.

Employees may be referred to ambulatory care services by appointment at Richland Memorial Hospital (phone 765-6448, hours 8:00 a.m. to 4:30 p.m., 5 days a week). For emergency treatment and/or when this facility is closed, employees are to be taken to Richland Memorial Hospital Emergency Room, phone 765-7561. Richland Memorial Hospital Trauma Center has the expertise for treating chemical illness and injuries and employees are to go directly to this facility for this type of problem.

Employees requiring non emergency medical treatment must go to the designated medical facility: Thompson Student Health Center, Behind Russell House on Greene Street.

Employees requiring emergency medical treatment or non emergency treatment after hours should go to the nearest emergency room.

Poison Control Center, Richland Memorial Hospital (24 hours a day, 7 days a week, phone 765-7359) can deal with emergencies and provide information involving poisons.

When reporting an accident involving a hazardous chemical the following information should be provided:

(a) the identity of the hazardous chemical(s) to which the employee may have been exposed, preferably in the form of a material safety data sheet (MSDS)(see Part IV.C);
(b) a description of the conditions under which the exposure occurred; and
(c) a description of the signs and symptoms the employee is experiencing.

MSDS databases are available in room OB25 located in the basement of Swearingen Engineering and on the Internet. See Part IV.C of Chemical Hygiene Plan for more information.
All incidents involving students or employees should be reported to the **Department of Civil and Environmental Engineering offices** (room C230 at 300 South Main Street). Emergency phone numbers for Departmental personnel include:

- Dr. M. Hanif Chaudhry (Chair, Dept. of Civil & Environmental Engineering, phone 777-3652; home phone 407-3114)
- Dr. Kent A. Harries (Department Safety Officer, phone 777-0671; home 254-4054)
- Dr. Adrienne Cooper (Assistant Professor of Environmental Engineering, phone 777-1917; home phone 413-2103)
- Dr. Joeseph Flora (Associate Professor of Environmental Engineering, phone 777-8954; home phone 865-9832)
- Mr. Avery Fox (Laboratory Supervisor, phone 777-0666; home 749-7956)
Emergency Management Plan
Department of Civil and Environmental Engineering

EMERGENCY PHONE NUMBERS for University Services 2

I. Introduction 4
   A. Policy 4
   B. Purpose 4
   C. Personnel covered by this plan 4

II. Responsibility, Authority, and Resources 4
   A. Department Chair 4
   B. Safety Committee and Department Safety Officer 4

III. Emergency Procedures 5
   A. Emergency Escape Procedures 5
   B. Shut Down of Critical Operations 5
   C. Procedures for Accounting for Building Occupants 5
   D. Assignment of Duties 6
   E. Reporting Procedures 6
   F. Workplace Fire Hazards 6
   G. Housekeeping Procedures 6
   I. Recovery Plan 6

Figure 1 Civil Engineering rallying points 7
Part I. Introduction

A. Policy

It is the policy of the University of South Carolina to provide a safe and healthy workplace in compliance with the Occupational Safety and Health Act of 1970 and regulations of the Department of Labor including 29 CFR 1910.38, "Employee Emergency Plans and Fire Prevention Plans".

B. Purpose

This document constitutes the Emergency Management Plan required by the above regulation. The purpose of the Plan is to describe proper practices, procedures, equipment and facilities to be followed by employees, students, visitors, and other personnel working in each laboratory and office of the Department in the event of fire or other evacuation. It is the responsibility of the faculty, administration, and research and supervisory personnel to know and to follow the provisions of this Plan.

C. Personnel Covered by this Plan

This Emergency Management Plan applies to all employees, students, visitors, and other personnel working in or visiting the Department of Civil & Environmental Engineering.

Part II. Responsibility, Authority, and Resources

A. Department Chair

The Department Chair has the responsibility and the authority to see that the Emergency Management Plan is written, updated, and implemented. In addition, the Department Chair appoints the Safety Committee and Department Safety Officer. The Department Chair has the final responsibility for the safety and health of the employees, visitors, students, and other personnel conducting work in the Department.

B. Safety Committee and Department Safety Officer

The Safety Committee assists the Chair with the development and implementation of the Department's Emergency Management Plan. The Safety Committee provides advice and assistance to laboratory supervisors with regard to the training of the Department of Civil & Environmental Engineering personnel and the implementation of the plan. The Safety Committee is chaired by the Department's Department Safety Officer.

Members of the Department of Civil & Environmental Engineering Safety Committee (2001-02)

Assistant Professor Kent A. Harries (Department Safety Officer)
Office: C 206, phone: 777-0671; home phone: 254-4054 (harries@.sc.edu)

Mr. Avery Fox (Laboratory Supervisor)
Office: C 214, phone: 777-0666; home phone: 749-7956 (foxavery@engr.sc.edu)
Part III. Emergency Procedures

A. Emergency Escape Procedures

Call the Campus Police 24 hour line 7-9111 (777-9111 off-campus phones) to obtain assistance in the event of an emergency. Report the nature and location of the emergency, including both your building and floor number.

Notify other workers in the area of the nature of the emergency. If necessary, activate the fire alarm to order the evacuation of the building. **When the fire alarm sounds, all personnel, without exception, are required to leave the building.**

Senior personnel are responsible for ensuring that all occupants of an area are evacuated.

**Senior personnel are responsible for identifying and helping the evacuation of persons having a physical impairment – It is emphasized that elevators may not be used in the event of a fire**

B. Shut Down of Critical Operations

Senior personnel are responsible for the shut down of critical operation in the event of a fire. If there is any apparent danger, shut down should not be attempted.

Critical operations should be interpreted as those that may exacerbate the emergency situation, potentially increasing the threat.

Campus police and responding fire personnel should be made aware of any operating equipment that was not adequately shut down.

C. Procedures for Accounting for Building Occupants

Senior personnel are responsible for accounting for all persons in their area at the time of the emergency.

In the event of an evacuation, all personnel, without exception, should leave the building by the nearest available fire exit and proceed immediately to the appropriate designated rallying point.

Civil Engineering has three designated rallying points (see page 7):

**for personnel located in the Office area of C-wing or the classrooms of B-wing:**
On the plaza area in front of Swearingen Building at the Tau Beta Pi key sculpture.

**for personnel located in the Structures, Materials or Hydraulics Laboratories:**
On the grassed area in front of the large roll-up door to the Structures Laboratory at the steel connection sculpture.

**for personnel located in the Environmental Laboratories in Swearingen:**
On the sidewalk across from the Swearingen receiving dock. Personnel should then proceed to the rallying point on the plaza area in front of Swearingen Building at the Tau Beta Pi key sculpture.
D. Assignment of Duties

Senior personnel are responsible for accounting for all persons in their area at the time of the emergency.

In the event of an evacuation, all personnel, without exception, should leave the building by the nearest available fire exit and proceed immediately to the appropriate designated rallying point.

Under no circumstances should USC personnel attempt rescue or medical operations.

E. Reporting Procedures

Call the Campus Police 24 hour line 7-9111 (777-9111 off-campus phones) to obtain assistance in the event of an emergency. Report the nature and location of the emergency, including both your building and floor number.

Notify other workers in the area of the nature of the emergency. If necessary, activate the fire alarm to order the evacuation of the building. **When the fire alarm sounds, all personnel, without exception, are required to leave the building.**

For any fire alarm, personnel in the main Civil Engineering Office (C230 or C229) will call campus police before evacuating the building.

F. Workplace Fire Hazards

Since the nature of research is dynamic, Laboratory managers and faculty are responsible for identifying fire hazards in their areas of responsibility.

Hazards must be noted on the door placards for each laboratory and should be on record with the Department Safety Officer.

G. Housekeeping Procedures

Laboratory Managers and Faculty are responsible for ensuring that there is no accumulation of flammable or otherwise dangerous materials in their areas of responsibility. All hazardous materials must be disposed of in accordance with University Waste Management Policy.

I. Recovery Plan

Personnel are not permitted to reenter the buildings until Fire or Campus Police give an “all clear”. Laboratory Managers and Faculty are responsible for ensuring that potentially hazardous materials or equipment are secured before operations may resume.

Any damaged equipment is to be locked out until appropriate maintenance can be secured.

All losses are reported to the Department Chair.
Civil Engineering Rally Points

- Office rally point (tau beta pi sculpture)
- Structural rally point (steel connections sculpture)
- Environmental rally point

Locations:
- Main Street
- Catawba Street
- Swearingen
- 300 Main
- Office
- Structural materials
- Hydraulics

Environmental rally point

Swearingen

300 Main

Office

Structural materials

Hydraulics

Catawba Street

Main Street