

COLLEGE of
CHARLESTON
Department of Chemistry & Biochemistry
Emergency Plan

Stage (I) Disaster Watch: The National Hurricane Service issues a Hurricane Watch for Charleston County or the Department of Homeland Security or other state or federal agency issues an alert of possible impending emergency that would require evacuation.

- (1) Identification of Responsible Personnel. Upon learning of a warning or similar threat, the chair will notify the key contact people within the department to remind them of their areas of responsibility, and to plan accordingly, (*i.e.*, do not leave town without doing assigned duties as described on page two of this document.).
- (2) The department chair will remind faculty to prepare or modify plans to classes in case the academic schedule is altered.
- (3) The department chair will consult with the dean to see if any additional concerns or issues other than those already identified, need to be addressed.
- (4) Start addressing possible Stage II items as appropriate.

Stage (II) Disaster Warning: The National Hurricane Service issues a Hurricane Warning for Charleston County, or another similar alert of possible impending emergency has been issued.

- (1) Key personnel are advised to perform assigned duties in anticipation of impending emergency situation.
- (2) Faculty members announce changes in academic planning as appropriate (postpone test, make use of WebCT, etc.).
- (3) Be alert for decision to cancel classes.
- (4) Secure all critical papers, pictures, books, small laboratory materials and other loose items in a cabinet, desk, closet or drawer. Close and lock (or secure with tape) all file cabinets and other cupboards or drawers
- (5) Back up computer hard drives, following instructions issued by Information Technology. Make two copies. Leave one locked in your office and take the other with you. All personnel are encouraged to back up personal computer files on a regular basis either via Drayton or external hard drive.
- (6) Move items away from window or to windowless room. Elevate equipment and CPU off the floor if possible.
- (7) Cover with plastic and securing with tape any items that can't otherwise be protected.
- (8) Stop all reactions, safely store all chemicals, turn off all water, turn off all gas lines.
- (9) Following manufacturer's guidelines safely shut down all instruments, turn off all power and water, cover to protect from water damage. The departmental office will have available plastic sheeting or bags to use to cover equipment.

- (10) Disconnect phone and computer lines but label each jack so they can be plugged in properly after the storm. Stow telephone in desk or cabinet.
- (11) Make sure all occupants have vacated the room. .
- (12) Retrieve all valuable personal effects to take with you.
- (13) Close and lock all doors behind you.
- (14) Before leaving, confirm telephone numbers and alternate email accounts with the department chair and stockroom manager.
- (15) Assist other departments or individuals as needed.

Stage (III) Evacuation: Catastrophic event occurs OR the president or other higher authority orders the College to close or cancels classes.

- (1) Key personnel complete assigned duties immediately, as possible, provided that it does not present a risk to personnel health or safety.
- (2) All personnel (including faculty, staff, students) leave campus in a safe and secure manner.

Stage (IV) Recovery: The College reopens to faculty and staff.

- (1) The department chair or chair-designate returns to campus, inspects facilities, and takes appropriate action.
- (2) Key personnel return to campus to restore facilities and equipment to original working configuration.
- (3) Faculty and staff members return to campus and evaluate academic schedule and plan in anticipation of resumption of classes. Revise class schedule to compensate for missed days, once the President has determined class start date.
- (4) Begin assessing damage to your area. Report all damage to department chair or director. Take photographs if appropriate.
- (5) To the extent possible, separate damaged items from undamaged. Keep damaged items until advised to discard.
- (6) Document all expenses
- (7) If water damage to electrical equipment is expected, do not plug it in or attempt to start.
- (8) Provide assistance to others as needed. Be considerate of colleagues who may have suffered more seriously from the storm than you did.
- (9) Adjust your class schedule as needed. Recognize the disruption to the lives of students and accommodate accordingly.

Assigned Duties: At the beginning of each academic year, the chair will designate (and inform) a specific individual within the department as being primarily or secondarily responsible for each of the duties listed below.¹ The secondary person will assist the primary person, or take the place of the primary person in the event that they are unable to perform their duties.

Date of Assignment: **August 18, 2008**

<u>Duties</u>	<u>Primary Personnel</u>	<u>Secondary Personnel</u>
Secure Departmental Office ^{3,4} SCIC 316	Rachel Collier	Jim Deavor
Secure Instructional Labs ^{2,3}		
SCIC 300	Marion Doig	Henry Donato
SCIC 301	Charles Beam	Jason Overby
SCIC 302	Rick Heldrich	Charles Beam
SCIC 303	Gary Asleson	Wendy Cory
SCIC 304	Richard Lavrich	Gamil Guirgis
SCIC 304A	Frank Kinard	Gary Asleson
SCIC 318	Amy Rogers	Jeff Tomlinson
SCIC 320	Jeff Tomlinson	Amy Rogers
Secure Research Labs ^{2,3}	Appropriate Faculty Director	
301A	Jason Overby	Shena Laymon
302A	Gamil Guirgis	Shena Laymon
303A	Frank Kinard	Shena Laymon
303B	Richard Lavrich	Shena Laymon
318A	Amy Rogers	Jeff Tomlinson
319	Pam Riggs-Gelasco	Jeff Tomlinson
320A	Wendy Cory	Jeff Tomlinson
321A	Justin Wyatt	Jeff Tomlinson
322	Jason Overby	Jeff Tomlinson
323	Kristin Krantzman	Jeff Tomlinson
330	Charles Beam	Jeff Tomlinson
332A	Marion Doig	Jeff Tomlinson
Secure Stockroom ² SCIC 327	Jeff Tomlinson Stockroom Manager	Shena Laymon Asst. Stockroom Manager
Secure Major Instruments ³ (NMR, FTIR, GC-MS, Server Laboratory Technologist III SCIC 325, 329	Stephen Jones	Rick Heldrich
Back Up Computer Files ⁴	All Personnel	No secondary support
Secure all Doors ⁵	Jeff Tomlinson Stockroom Manager	Shena Laymon Asst. Stockroom Manager