

GML EMERGENCY PROCEDURES and Contact Information

FIRE

- 1) Pull fire alarm (this automatically notifies the Fire Department and CofC Public Safety).
- 2) Evacuate the building and move to the GML parking lot.

INJURIES AND MEDICAL EMERGENCIES

All injuries must be reported to the individual's Supervisor and/or the Lab Manager within 24 hours

- **Serious Medical Emergency** (ambulance required)
 - Call 911.
 - Administer first aid. AED (defibrillator) located in main entrance stairwell.
 - Have responders transfer the individual to Roper Hospital ER.
- **Work Related Urgent Care for Faculty, Staff, and Students employed by CofC**

All work-related injuries must be reported to Human Resources (843)-953-7320

 - M-F 8:30am to 5:00pm:
 - Concentra - 4115 Dorchester Rd. suite 100 Charleston 29415 (843) 554-6737
 - Sat. 9:00am to 3:00pm:
 - Concentra - 7519 Rivers Ave. North Charleston 29406 (843) 735-5020
 - All other hours:
 - Roper Hospital - 316 Calhoun St. downtown Charleston
 - If transportation not available, contact Green Taxi (843-819-0846) or Yellow Cab (843-577-6565)
 - Inform them CofC has an account with the "State Accident Fund".
- **Non-Work Related Urgent Care for CofC Students**
 - M-F 8:30am to 5:00pm:
 - CofC Student Health Services - 181 Calhoun St. downtown Charleston
 - After hours and weekends:
 - Doctor's Care Clinic (M-F until 8pm Sat/Sun 9-5) - 743 Folly Rd. (843) 762-2360
 - Roper St. Francis Clinic (M-F until 9pm Sat/Sun 8-4) - 325 Folly Rd. (843) 402-5283
 - Roper Hospital - 316 Calhoun St. downtown Charleston
- **Urgent Care for Visitors and Summer REU Students**
 - Transport to the after-hours locations listed directly above.
- **Minor Injuries** - Administer first aid
 - Kits located in main building hallways, front office (102), lab 113, and dorm kitchen.

CofC PUBLIC SAFETY CONTACTS

- Emergency: 843-953-5611
- Non-Emergency: 843-953-5609 (i.e. keys locked in car, locked out of dorm room)

FACILITY AND MAINTENANCE ISSUES

- M-F 8:30-5:00 (emergency and non-emergency):
 - Contact Greg Townsley (Lab Manager) - room 109, (843) 953-9174 townsleyjg@cofc.edu
 - Alternate contact: Pete Meier - room 116, (843) 953-9218 meierp@cofc.edu
 - Alternate contact: Katie Hiott - Front Office room 102, (843) 953-9200
- After-hours and weekend emergency maintenance issues:
 - Contact CofC Physical Plant - (843) 953-5598
 - Give name, location and nature of emergency maintenance issue.
- Other after-hours issues:
 - Lab Manager Greg Townsley mobile: (843) 737-2821 or
 - Marine Operations Manager Pete Meier mobile: (843) 330-9392