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 townsleyg@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