

# **EAST GEORGIA STATE COLLEGE**

## **SWAINSBORO CAMPUS**



### **EMERGENCY RESPONSE PROCEDURES**

EGSC Police Department: 478-289-2090 • Cell: 478-455-0125  
Plant Operations Office: 478-289-2095

**Emergency: 9-1-1**

**SEPTEMBER 2017**

## MY DEPARTMENT INFORMATION

Direct Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Building Representative: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Assembly Point for Evacuation (see back cover) \_\_\_\_\_

The person that I report to at my assembly point for headcount: \_\_\_\_\_

**EGSC POLICE DEPARTMENT: 478-289-2090 or 478-455-0125**

Other important telephone numbers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EMERGENCY EVACUATION PROCEDURES{ XE "Emergency Evacuation Procedures" }

*Department heads are responsible for instructing their employees on the emergency evacuation routes for their areas. Evacuation routes should be posted in visible areas near exits, if possible. At the beginning of each semester, faculty should instruct students of the emergency evacuation route for their classroom room and designate an assembly point outside of the building.*

## **Building Evacuation**

- ❖ All building evacuations will occur when an alarm sounds and/or upon notification by EGSC Police Department, Connect Ed, Plant Operations staff or Building Representative. *(See back cover of flipchart for list of building representatives and evacuation points.)*
- ❖ When the building evacuation alarm is activated during an emergency, leave by the emergency evacuation route for the area in which you are located. If the exit is blocked use the nearest marked exit and alert others to do the same.
- ❖ Assist the handicap in exiting the building. Do not use the elevators in case of fire and/or potential power loss.
- ❖ Once outside, proceed to a clear area that is at least 500 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Identify an assembly point for your group to congregate once outside.
- ❖ DO NOT RETURN to an evacuated building unless instructed to do so by a College official.

**IMPORTANT:** After the evacuation, report to your designated assembly point. Remain in the designated assembly point until all personnel are accounted for or until directed to return to the building.

## **Campus Area Evacuation**

- ❖ Evacuation of all or part of the campus grounds will be announced by EGSC Police Department.
- ❖ All persons are to immediately vacate the area in question and move to another part of campus as directed. Building Representatives are responsible for aiding handicap persons. **NOTE:** Stay in the area designated until permission to return to the building is given.

**MY DEPARTMENT INFORMATION    EMERGENCY EVACUATION**

## **EARTHQUAKE{ XE "Earthquake" }**

*During an earthquake, actual or caused by explosion, etc., remain calm and quickly follow the steps outlined below:*

1. IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment if possible.
2. IF OUTDOORS move quickly away from buildings, utility poles, and other structures. CAUTION: Always avoid power or utility lines as they may be energized.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
4. After the initial shock, remain alert for after-shocks or subsequent explosions. Evaluate the situation and if emergency help is necessary, call EGSC Police Department at 478-289-2090 or 478-455-0125.
5. Damaged facilities should be reported to Plant Operations at 478-289-2095. Note gas leaks and power lines create specific hazards.
6. If an emergency exists, **and there is NO gas leak**, activate the building alarm.

**CAUTION: THE BUILDING ALARM RINGS LOCALLY INSIDE THE BUILDING; YOU MUST REPORT THE EMERGENCY TO THE EGSC POLICE DEPARTMENT AS SOON AS POSSIBLE AT 478-289-2090 or 478-455-0125.**

## **EXPLOSION, AIRCRAFT CRASH ON OR NEAR CAMPUS{ XE "Aircraft Crash" }**

*In the event an incident occurs involving the explosion or a downed aircraft on campus the following action will be taken:*

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris that may result from secondary explosions or facility damage.
2. EGSC Police Department should be notified as soon as possible at 478-289-2090 or 478-455-0125.
3. If necessary, or when directed to do so, activate the building fire alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY LOCALLY INSIDE THE BUILDING – YOU MUST REPORT THE EMERGENCY TO EGSC POLICE DEPARTMENT AS SOON AS POSSIBLE.**
4. Assist the handicapped in exiting the building. Do not use the elevators in case of fire.
5. Once outside, move to a clear area that is at least 500 feet away from the affected area. Keep streets and walkways clear for emergency vehicles and crews. Know your assembly points.
6. If requested, assist emergency personnel as necessary.
7. Do not return to an affected area unless instructed to do so. Stay clear of the emergency area and/or affected buildings to reduce the chances of interference with responding emergency personnel.
8. A campus Incident Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

**EARTHQUAKE    EXPLOSION/AIRCRAFT DOWN**

## **CHEMICAL OR RADIATION SPILL{ XE "Chemical or Radiation Spill" }**

*Hazardous chemicals are utilized on campus in various locations. Also, trains, tractor trailers and other vehicles that may be traveling on or near the campus may have hazardous chemicals that could threaten the environment of the campus. The following steps will be followed in the event of a chemical or radiation spill:*

1. Any spillage of a hazardous chemical or radioactive material will be reported to EGSC Police Department immediately.
2. When reporting, be specific about the material involved and approximate quantities. EGSC Police Department will initiate the response of appropriate hazardous material response teams to effectively clean-up the spill.
3. The site should be evacuated immediately and sealed off to prevent further contamination of other areas. **AT NO TIME SHOULD SOMEONE RE-ENTER AN AREA THAT HAS BEEN EVACUATED.**
4. If an evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.

## **FIRE**

*All incidents of unintentional/non control burn fires will be reported to the EGSC Police Department immediately whether Fire Department response is required or not. All department heads, supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work areas. All employees shall be made aware of emergency evacuation routes for their work area, the location of fire exit windows, etc. Also, do not use elevators in the event of fire. In addition, the following procedures should be reviewed with employees.*

In the event of Fire:

1. If a fire is reported and confirmed activate the building fire alarm and contact EGSC Police Department as soon as possible at 478-289-2090 or 478-455-0125 and call 911.
  - a) If a minor fire appears controllable, IMMEDIATELY, contact, or direct someone in the area to contact the EGSC Police Department. Then promptly direct the charge of the fire extinguisher toward the base of the flame and sweep the extinguisher around the burning area.
  - b) On large fires that do not appear controllable, IMMEDIATELY, activate the building alarm and contact, or direct someone to contact EGSC Police Department. Close all doors while exiting the building to reduce oxygen to the flames and slow the spread of fire. **DO NOT LOCK DOORS!**
2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
3. If trapped on a second story or higher, hang an article of clothing out of the window to attract the attention of bystanders or emergency personnel. Anyone trapped in the room should remain close to the floor to avoid smoke.
4. During the evacuation, direct crowds away from fire hydrants, roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside. **DO NOT ATTEMPT TO RESCUE! NOTIFY EMERGENCY SERVICES PERSONNEL ON THE SCENE.**

**CHEMICAL OR RADIATION SPILL    FIRE**

## **SNOW, ICE, FLOODING**{ XE "Snow, Ice Flooding" }

*Snow, ice or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the following steps will be followed:*

EGSC Police Department will monitor severe weather in the immediate area through weather radio, desktop and mobile apps for the National Weather Service (NWS) local 911, USG, DOT and DEMA. Additional ERC members will provide backup monitoring through desktop and mobile emergency weather apps.

All employees are encouraged to follow the NWS forecast at [www.noaa.gov](http://www.noaa.gov).

1. Upon receipt of information that would or has the potential to make travel hazardous, the President will be notified.
2. The President and the Emergency Response Committee will determine if college operations are to be suspended. If they are to be suspended the ERC will proceed with notifications to campus and community as provided in Chapter 2 of the Emergency Action Plan via multiple methods.
3. EGSC Police Department will initiate steps to secure the College facilities and grounds, preventing entry to the campus under hazardous conditions. EGSC Police Department will continue to monitor the weather conditions and campus conditions and periodically update the Emergency Response Committee.

**NOTE:** College employees should monitor [www.noaa.gov](http://www.noaa.gov) for weather information. Notices concerning delay or suspension of College operations will be sent via Connect Ed and posted on the EGSC website. Local news media will be notified when it is determined that College operations will be suspended or delayed.



## **SUSPICIOUS PACKAGES AND MAIL**

Mail and packages can be used to deliver suspicious and potentially hazardous materials. Before opening, take care to examine the item for anything unusual. The United States Post Office recommends the following things to watch for in order to protect you, the college and the mailroom:

- No return address.
- Restrictive markings.
- Sealed with tape.
- Misspelled words. Badly typed or written.
- Unknown powder or suspicious substance.
- Possibly mailed from a foreign country
- Excessive postage.
- Oily stains, discolorations, crystallization on wrapper.
- Excessive tape.
- Strange odor.
- Incorrect title or addressed to title only.
- Rigid or bulky.
- Lopsided or uneven.
- Protruding wires.
- 

If you receive a suspicious letter or package:

- Stop. Don't handle. If you do touch the package, immediately wash your hands with soap and water.
- Isolate the package and the area immediately.
- Don't open, smell, or taste.
- Notify a supervisor who should contact EGSC Police Department.
- EGSC Police Department will determine if the building should be evacuated. The supervisor may make the decision to evacuate the building prior to EGSC Police Department's arrival if they deem it is warranted.
- Follow evacuation routes outside the building, away from the area the package is located.

**SNOW, ICE OR FLOODING      SUSPICIOUS PACKAGES AND MAIL**

# EGSC Police Department - Bomb Threat Report Form/Threatening Phone Call

Time call received: \_\_\_\_\_ Date: \_\_\_\_\_

Exact words of person making call: \_\_\_\_\_

\_\_\_\_\_

## QUESTIONS TO ASK

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb located? What area? \_\_\_\_\_

Why did you place the bomb? \_\_\_\_\_

What type of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What is your name? \_\_\_\_\_

Are you a student or employee? \_\_\_\_\_

\_\_\_\_\_

Department and Phone number where call was received: \_\_\_\_\_

Description of Caller's voice: ( ) male ( ) female Tone / Accent \_\_\_\_\_

Background noises (bells, factory, traffic, etc.) \_\_\_\_\_

## **BOMB THREAT**{ XE "Bomb Threat" }

*In recent years, explosive devices have been detonated in various locations with and without warning. All staff and faculty are required to report any suspicious packages or objects found on campus to the EGSC Police Department immediately. DO NOT HANDLE THE OBJECT. In addition, they are to report any bomb threats received via email, telephone or other means of communication.*

1. Receipt of Bomb Threat{ XE "Bomb Threat" } – Anyone receiving a threat that a bomb is located on College property should attempt to obtain the following information:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located? What area?
  - c. Why did you place the bomb?
  - d. What type of bomb is it?
  - e. What does it look like?
  - f. What is your name?

Normally the caller will not answer these questions, but may make comments. During this time, the person receiving the threat should attempt to listen for any background noises, accent of the caller, or any information that may be helpful.

2. Keep talking to the caller as long as possible and record the following information:
  - a. Time of call
  - b. Age and sex of caller
  - c. Speech pattern, accent, nationality, etc.,
  - d. Emotional state of caller
  - e. The number dialed by the caller,
  - f. Background noise.
3. Report the incident immediately to EGSC Police Department, 478-289-2090 or 478-455-0125. If possible, have someone contact the EGSC Police Department ASAP while you are on the phone.
4. Upon notification, EGSC Police Department will immediately notify the Chief of Police.
5. A decision will be made as to whether the building or area will be evacuated.
  - a. **Evacuation Ordered** – Staff and faculty will assist in the evacuation of the building by ensuring that person(s) leave the area. Individuals evacuating the building shall move to a location that is approximately 1,500 feet away from any buildings. Generally, the parking areas at the farthest points from the buildings are the most acceptable.
  - b. **Evacuation Not Ordered** – In the event an evacuation is not ordered, a covert search may be conducted of the area. Employees will be asked to discreetly check their work areas for any suspicious packages or objects.
6. **Bomb/Suspicious Package/Object Located** –EGSC Police Department will order the immediate evacuation of the area and identify a telephone in the immediate area to establish an on-site communications center. **Two-way radios will not be used within 1,500 feet of the suspected device! Communications Officers will notify Plant Operations personnel to cease use of radios.** EGSC Police Department will call 911. The President will be immediately contacted.

## **BOMB THREAT**

## **VIOLENT OR CRIMINAL BEHAVIOR**

*EGSC Police Department provides 24 hour assistance. In the event actual or potential violent, hostile or criminal behavior is witnessed, immediately contact EGSC Police Department 478-289-2090 or 478-455-0125.*

1. Leave the immediate area whenever possible and direct others to do so.
2. If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from any armed offender.

## **HOSTAGE SITUATION**

If taken hostage, or you witness another person being taken hostage or contained in a specific area:

1. Do your best to appear as calm as possible. Avoid drastic action.
2. The initial 45 minutes are often the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally disturbed and it is difficult to predict their response to a given situation.
3. Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.
4. Avoid appearing hostile.
5. Maintain eye contact with the captor at all times if possible, but do not stare.
6. Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.
7. Be observant and try to remember as many details about your captors as possible. In the event you are released or escape, the personal safety of others may depend on what you remember about the situation.
8. Displaying some fear may work to your advantage.
9. Be prepared for evasive action in the event entry by police is made. Often they will shout instructions. Follow them immediately.

## Severe Weather Emergency Tornado, Severe Lightning Preparedness

**Monitoring:** EGSC Police Department will monitor severe weather in the immediate area through weather radio, desktop and mobile apps for the National Weather Service (NWS), local 911, USG and GEMA. Additional ERC members will provide backup monitoring through desktop and mobile weather emergency weather alert apps. All employees are encouraged to follow the NWS forecast at [www.noaa.gov](http://www.noaa.gov)

**Tornado/Thunderstorm/Wind WATCH** – indicates that atmospheric conditions are conducive for the development of the stated warning. Normal operations will continue. Employees should monitor weather conditions closely and be prepared to act without warning if necessary.

**Tornado/Thunderstorm/Wind WARNING** – indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the EGSC Office of Information Technology Department will issue notification via Connect Ed, fax, posters, messages, text and telephone communications to the campus and/or utilize a Public Address System located within buildings and on police vehicles when necessary.

**NOTE:** Weather conditions can deteriorate rapidly, without warning; therefore, everyone should maintain a close watch on weather conditions via Internet, radio, and/or through personal observation. Individuals need to be prepared to act without notification when severe weather is experienced.

**NOTE:** In the event an employee feels that weather is immediately threatening they will initiate the following actions:

**Take Cover** – Instruct students, employees and others in the immediate area to move to the **designated severe weather shelter areas\***, time permitting, or find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a 'ball' or fetal position near the wall, place their hands over their head and remain in the position until severe weather passes.

**\*The following symbol prominently displayed on doors will indicate Designated Severe Weather Rooms:**



**DO NOT LEAVE THE BUILDING OR INITIATE A BUILDING EVACUATION DURING THESE CIRCUMSTANCES. When severe weather strikes, power may be disrupted causing alarms to sound. If fire is not immediately present and a clear exit is maintained, everyone should remain until the weather passes.**

### BUILDING

### SHELTER ROOMS

#### BUILDING

#### SHELTER ROOMS

##### **Academic**

Lower Level Student Clinic lobby, Math/Science Division Suite 218, Conference Room 208, Janitor Closet 229, connector hallway adjacent to restrooms; Social Science Conference Room C281, Janitor Closet C247, Interior Corners of Classrooms C240, C239, C271, C265, C280

##### **JAM Student Center**

Office B173, Office Suite B150, Business Affairs Vault B143, Student Records Vault B124, Student Affairs Workroom B123, Hallway 110, Restrooms; Testing Room B122, Back Hallway B126, TV Room 102, Dry Storage B234, Office B161, B162, B164, Janitor Closet B117, Supply Room B116

##### **PE Building**

Corridor Vestibule D126, D122A, Locker Rooms, D118 and D112, Restrooms, Vending Vestibule D129, Set Up Room D144, Inner hallway D143

##### **Geo. L. Smith**

Inner hallway, Restrooms, Vault A133, Vault A129, Office A104

##### **Gambrell**

Classrooms J-531, J528, Library Storage Areas J518, 519, 520, 521, stage area J551, Restrooms, VP Academic Affairs File Room J553

##### **Plant Operations**

Meeting Room, Restroom, Vestibule, Plan Room

##### **Fulford Center**

Back Hallway 115

##### **Bobcat Villas**

First level Interior hallways of residential wings

##### **Shot Strange Clubhouse**

Restrooms L108, L109 and Corridor L107

## **CLASSROOM DISTURBANCES**

When students may create unnecessary classroom disturbances, the appropriate response is provided below.

### **For RUDE, ANNOYING OR IRRITATING BEHAVIOR:**

1. Address the student and class informally; clarify expectations in syllabus
2. Repeated offenses may require further action, such as conference with student and warning of consequences of repeated disruptive behavior.
3. IF STUDENT FAILS TO RESPOND UPON THIRD ATTEMPT AT COUNSELING, CALL EGSC POLICE DEPARTMENT and/or DISMISS CLASS.
4. Report the removal to DEAN AND STUDENT CONDUCT OFFICER

### **For THREATENING OR POTENTIALLY VIOLENT STUDENT:**

Direct or implied threats, challenges, acts of harassment and similar behaviors:

1. Report to DEAN, EGSC POLICE DEPARTMENT AND STUDENT CONDUCT OFFICER
2. If threat to personal safety, EAST GEORGIA STATE COLLEGE POLICE DEPARTMENT AT (478) 289-2090, CELL (478) 455-0125 OR CALL 911
3. File a Student Complaint with the STUDENT CONDUCT OFFICER

### **For EMOTIONAL/SUICIDAL/INTOXICATED or UNDER THE INFLUENCE OF DRUGS/ALCOHOL or STUDENT IN DISTRESS:**

1. Call EGSC POLICE DEPARTMENT and COUNSELOR (478) 289-2039

## **CIVIL DISTURBANCE OR DEMONSTRATION{ XE "Demonstration" }**

*Most campus demonstrations such as marches, meetings, picketing and/or rallies will be peaceful and non-obstructive. While all public outdoor areas of campus are open for free expression purposes, to accommodate the need for immediate and spontaneous demonstration and to better facilitate the free exchange of ideas, EGSC has designated preferred public forum spaces on campus, referred to as "Preferred Locations." The Preferred Locations areas are generally available for this purpose between 8:00 am and 9:00 pm, Monday through Friday provided the Preferred Location areas have not previously been reserved.*

*Demonstrations will not be disrupted unless one or more of the following conditions exist:*

- a) INTERFERENCE with normal College operations,
- b) PREVENTION of access to offices, buildings, or other College facilities,
- c) THREAT of physical harm to persons or damage to College grounds or facilities.

If any of these conditions exist, immediately contact EGSC Police Department. EGSC Police Department will notify the President{ XE "President" } depending on the nature of the demonstration; the appropriate procedures listed below should be followed:

### **1. Peaceful, Non-obstructive Demonstration{ XE "Demonstration" }**

- a. Generally demonstrations of this kind will not be interrupted. The demonstrations will not be obstructed or provoked and efforts should be made to continue normal College operations.
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time(s):
  - i. Arrangements will be made by EGSC Police Department to monitor the situation during non-business hours, OR,
  - ii. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (see #2).

### **2. Non-violent, Disruptive Demonstrations**

In the event that a demonstration blocks access to College facilities or interferes with the College operations:

- a. Demonstrators will be asked to terminate the disruptive activity by the Vice President{ XE "President" } for Student Affairs or the President.
- b. The Vice President{ XE "President" } for Student Affairs or President will have a photographer and/ or videographer with them to document the proceedings.
- c. Key College personnel and student leaders may be asked to go to the areas to persuade the demonstrators to desist.
- d. The Vice President{ XE "President" } for Student Affairs or President will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- e. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by EGSC Police Department. Except in extreme emergencies, the President{ XE "President" } will be consulted before such disciplinary actions are taken.
- f. **Efforts should be made to secure positive identification, including photographs, of demonstrators in violation for later testimony.**
- g. EGSC Police Department will be consulted to determine the need for an injunction of civil authorities.
- h. If court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

*Continued on next page*

### 3. Violent Disruptive Demonstrations

In the event that a violent demonstration, one in which injury to persons or property occurs or appears eminent, the President{ XE "President" } will be immediately notified.

#### A. During Regular Operational Hours

1. The Vice President{ XE "President" } for Student Affairs and necessary EGSC Police Department personnel will be summoned to the scene,
2. EGSC Police Department will ensure sufficient officers are present to contain the violent/disruptive demonstrators. Should an insufficient number of officers be available, assistance will be requested from the Swainsboro Police Department and Emanuel County Sheriff's Office as needed.

#### B. After Regular Operational Hours

1. EGSC Police Department should be immediately notified of the demonstration,
2. The President{ XE "President" } will be notified and determine the following actions to be taken:
  - a. Notify Emergency Response Committee members,
  - b. Determine if the Vice President{ XE "President" } for Student Affairs shall respond to the scene.
  - c. EGSC Police Department will ensure sufficient officers are present to contain the violent/disruptive demonstrators. Should an insufficient number of officers be available, assistance will be requested from the Swainsboro Police Department, and Emanuel County Sheriff's Office as needed.

**NOTE:** The Chief of Police, the Assistant Chief of Police, and the on-duty Police Officer will respond to the incident without counsel from others if an immediate response is of paramount importance to the safety and security of persons and/or property.



## **FLU PANDEMIC / INFECTIOUS DISEASE**

*In the event of an influenza or infectious disease pandemic, colleges and universities will play an integral role in protecting the health and safety of students, employees and their families. East Georgia State College's Pandemic and Infectious Disease Response Plan follows the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) framework specifically designed to assist colleges and universities to prepare for and respond to an influenza and infectious disease pandemic. The plan aligns college response with the World Health Organization (WHO) incident threat levels.*

EGSC Police Department in coordination with the USG Office of Safety and Security will monitor CDC warnings, maintain official tally of reported and suspected cases, and in conjunction with the Student Health Clinic Director establish protocol and homecare for pandemic and infectious disease cases on EGSC campus including on-campus housing.

The Chief of Police in coordination with EGSC Student Health Clinic Medical practitioner will tally reported and suspected cases and maintains frequent contact with, Emanuel County Health Department, 911 and USG Safety and Security.

### **Prevention and Treatment**

These steps may help prevent the spread of respiratory illnesses such as the flu:

- Cover your nose and mouth with a tissue when you cough or sneeze and throw the tissue away immediately after use in a designated trash receptacle.
- Wash hands often with soap and water, especially after you cough or sneeze. If you are not near water, use an alcohol-based (60-95%) hand cleaner.
- Avoid close contact with people who are sick. If you are sick, keep your distance from others to protect them from getting sick too.
- If you get the flu or suspect that you have the flu, stay home from work. This will help prevent others from catching your illness.

To avoid spreading germs, try not to touch your eyes, nose, or mouth.

### **Communication During Outbreak**

- Employees should maintain contact with their immediate supervisors for essential information.
- General information pertaining to college operations will be posted on the EGC website, broadcast on the local and regional radio and television stations.
- Sick leave should be reported to Human Resources.
- Refer students to Vice President for Student Affairs or Vice President for Academic Affairs for information on continuity of instruction. EGSC will follow CDC recommendations which include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

My immediate Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

# FOOD CONTAMINATION OUTBREAK

A food contamination outbreak occurs when a group of people consume the same contaminated food and two or more of them come down with the same illness. A foodborne illness is confirmed when laboratory analysis shows a specific food is the source of the illness. Infants and preschool-age children, pregnant women, the elderly, people who are taking certain medication, and people who are seriously ill are a higher risk.

## **Foods most associated with food contamination outbreak**

- Raw meat and poultry, raw eggs, unpasteurized milk, and raw shellfish
- Bulk raw milk, pooled raw eggs, or ground beef
- Fruits and vegetables consumed raw
- Unpasteurized fruit juice

## **Symptoms of food contamination**

Typical symptoms include diarrhea, vomiting, nausea, sometimes accompanied with fever. A health care provider should be consulted for a diarrheal illness accompanied by:

- High fever (temperature over 101.5 F, measured orally)
- Blood in the stools
- Prolonged vomiting that prevents keeping liquids down (which can lead to dehydration)
- Signs of dehydration, including a decrease in urination, a dry mouth and throat, and feeling dizzy when standing up.
- Diarrheal illness that lasts more than 3 days

## **Treatment**

Illnesses that are primarily diarrhea or vomiting can lead to dehydration if the person loses more body fluids and salts (electrolytes) than they take in. Replacing the lost fluids and electrolytes and keeping up with fluid intake are important. Anti-diarrheal medications may provide relief.

*Source: Centers for Disease Control*

## **Response**

The Director of Auxiliary Services, Director of the Student Health Clinic and the Chief of Police will investigate food contamination claims on the EGSC campus. Affected students will be treated at the Student Health Clinic or referred for treatment. Affected faculty and staff will be referred for treatment. If the food contamination is linked to EGSC Food Services, the incident will be reported to the local health department. EGSC Food Services will be suspended until cleared by the local health department to resume business.

## EXTREME HEAT/ HEAT WAVE

Heat waves are prolonged excessive heat/humidity episodes.

### EGSC Response

The EGSC Police Department will monitor the NWS Heat Advisory/ Alert. All EGSC buildings, including the Student Housing Facility are air conditioned. In the event of a prolonged air conditioning outage in a campus building during a heat wave, individuals will be relocated to cool on campus buildings. Prolonged power outages during a heat wave may be managed as an emergency requiring modification or closure of campus operations. All notifications to faculty/staff and students will be through Connect Ed, EGSC website posting, and such other means as necessary.

**Listen for Heat Wave Alerts:** The National Weather Service will initiate alert procedures when the Heat Index is expected to exceed 105°- 110°F

### Heat Wave Safety Tips

- **Slow down.** Strenuous activities should be reduced, eliminated, or rescheduled to the coolest time of the day. Individuals at risk should stay in the coolest available place.
- **Dress for summer.** Lightweight light-colored clothing helps your body maintain normal temperatures.
- **Put less fuel on your inner fires.** Foods (like proteins) that increase metabolic heat production also increase water loss.
- Drink plenty of **water or other non-alcohol fluids.** Drink plenty of fluids even if you do not feel thirsty. Persons who (1) have epilepsy or heart, kidney, or liver disease, (2) are on fluid restrictive diets or (3) have a problem with fluid retention should consult a physician before increasing their consumption of fluids.
- **Do not drink alcoholic beverages.**
- **Do not** take salt tablets unless specified by a physician.
- **Spend more time in air-conditioned places.**

### Know These Heat Disorder Symptoms

- **SUNBURN:** Redness and pain. In severe cases swelling of skin, blisters, fever, headaches. First Aid: Ointments for mild cases if blisters appear and do not break. If breaking occurs, apply dry sterile dressing. Serious, extensive cases should be seen by physician.
- **HEAT CRAMPS:** Painful spasms usually in muscles of legs and abdomen possible. Heavy sweating. First Aid: Firm pressure on cramping muscles, or gentle massage to relieve spasm. Give sips of water. If nausea occurs, discontinue use.
- **HEAT EXHAUSTION:** Heavy sweating, weakness, skin cold, pale and clammy. Pulse thready. Normal temperature possible. Fainting and vomiting. First Aid: Get victim out of sun. Lie down and loosen clothing. Apply cool, wet cloths. Fan or move victim to air conditioned room. Sips of water. If nausea occurs, discontinue use. If vomiting continues, seek immediate medical attention.
- **HEAT STROKE (or sunstroke):** High body temperature (106° F. or higher). Hot dry skin. Rapid and strong pulse. Possible unconsciousness. First Aid: **HEAT STROKE IS A SEVERE MEDICAL EMERGENCY. SUMMON EMERGENCY MEDICAL ASSISTANCE OR GET THE VICTIM TO A HOSPITAL IMMEDIATELY. DELAY CAN BE FATAL.** Move the victim to a cooler environment Reduce body temperature with cold bath or sponging. Use extreme caution. Remove clothing, use fans and air conditioners. If temperature rises again, repeat process. Do not give fluids. Persons on salt restrictive diets should consult a physician before increasing their salt intake.

*Source: National Weather Service*

## EGSC Swainsboro Campus Building Representatives and Evacuation Points 8/15/14

<b><u>Building</u></b>	<b><u>Rep during Normal Work Hours</u></b>	<b><u>Evacuation Points</u></b>
Gambrell	Maria Stuckey	P-12 between College Cir/Thigpen Dr
Student Center	Karen Jones Chelsea Follis	P-4 in front of Student Center P-7 between PE Bldg. and Student Center
PE Facility	Stacey Grant Walt Mason Johnna Eaton	P-7 and/or field behind gym
GL Smith	Joe Canady Ashley Woods Ty Fagler	Grassy area across street from entrance
Academic Bldg. Upper Level	Kim Page Sonya Kirkland	<u>Social Science</u> : Grassy area front entrance <u>Math/Science</u> : P-7
Lower Level	Dr. Carmine Palumbo Dr. Alan Brasher	Grassy area behind building/500 ft. away
Fulford Center	Jean Schwabe	Parking Lot
Bobcat Villas	Shanae Vaifanua RA's	Student Parking Lot P-9
Strange Clubhouse	Angela Stock	Student Parking P-9
Plant Operations	Christi Hutchings David Steptoe	Grassy area across street