

EAST GEORGIA STATE COLLEGE



EMERGENCY RESPONSE PROCEDURES

Public Safety Office: 478-289-2090 Cell: 478-455-0125

Plant Operations Office: 478-289-2095

Emergency: 911

January 2013

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For an up-to-date copy, go to the policies and procedures page on the EGSC website

MY DEPARTMENT INFORMATION

Direct Supervisor: _____ Phone Number: _____

Building Representative: _____ Phone Number: _____

Assembly Point: _____

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

PUBLIC SAFETY: 478-289-2090 or 478-455-0125 (cell)

Other important telephone numbers: _____

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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 Public Safety, 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 Public Safety.
- ❖ 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

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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 Public Safety at 478-455-0125 or 478-289-2090.
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 PUBLIC SAFETY AS SOON AS POSSIBLE AT 478-455-0125 or 478-289-2090.

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EXPLOSION, AIRCRAFT CRASH ON OR NEAR CAMPUS

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. Public Safety should be notified as soon as possible at 478-289-2090 or 478- 455-0125 cell.
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 THE PUBLIC SAFETY 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 emergency 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

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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 Public Safety immediately.
2. When reporting, be specific about the material involved and approximate quantities. Public Safety 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 the 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.

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FIRE

All incidents of unintentional/non control burn fires will be reported to the Public Safety 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 Public Safety as soon as possible at 478-455-0125 or 478-289-2090 and call 911.
 - a) If a minor fire appears controllable, IMMEDIATELY, contact, or direct someone in the area to contact the Public Safety. 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 Public Safety. 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

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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:

1. Public Safety will monitor the National Weather Service broadcasts, local reports; contact the Department of Transportation Road Condition Office. Upon receipt of information that would or has the potential to make travel hazardous, the on duty security office will notify the Chief of Public Safety.
2. The Chief will contact the President and the Emergency Response Committee: Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business Affairs, Chief of Staff and Legal Counsel, Director of Facilities, and Vice President for Information Technology.
3. The President and Emergency Response Committee will determine if the 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 2.7 of the Emergency Action Plan via multiple methods. Reminder of the Senior Staff Council will be notified.
4. The President and Emergency Response Committee will direct the Senior Staff Council to initiate College notifications, news releases, modify the College information line recording, etc.
5. Public Safety will initiate steps to secure the College facilities and grounds, preventing entry to the campus under hazardous conditions. Public Safety will continue to monitor the weather conditions and campus conditions and periodically update the Emergency Response Committee.

NOTE: College employees should monitor their local media stations for information as to the suspension of College operations. Information will be provided to local news media as soon as it is determined that the College operations will be suspended.

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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 yourself, 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 Public Safety.
- Public Safety will determine if the building should be evacuated. The supervisor may make the decision to evacuate the building prior to Public Safety'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

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EGSC Public Safety - 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.) _____

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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 Public Safety 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 – 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 Public Safety, 478-455-0125 or 478-289-2090. If possible, have someone contact the Public Safety ASAP while you are on the phone.
4. Upon notification, the Public Safety will immediately notify the Chief of Public Safety.
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** – The Public Safety 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.** The Public Safety will call 911. The President will be immediately contacted.

BOMB THREAT

VIOLENT OR CRIMINAL BEHAVIOR

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

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.

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Severe Weather Emergency Tornado, Severe Lightning Preparedness

Monitoring: Public Safety will monitor the National Weather Service radio and other weather information outlets for notification of potential severe weather reports for the immediate area.

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 Public Safety 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

Academic

Student Center

PE Building

Geo. L. Smith

Gambrell

Plant Operations

Community Learning Center

Bobcat Villas

Shot Strange Clubhouse

SHELTER ROOMS

Lower Level Student Clinic Area, Upper Level Restrooms, Social Science Conference Room

Room 112, Faculty/Staff Break room, Student Meeting Rooms 1 and 2, Restrooms, Vault, Mailroom, Admissions Conference Room

Locker Rooms, Restrooms, Inner hallway old wing

Inner hallway, Restrooms, Vault

J-531, J528, Library Storage Area, Restrooms, VP Academic Affairs File Room

Break room, Restrooms

Storage Area, Hallways

Interior hallways on first level of residential wings

Restrooms

VIOLENT OR CRIMINAL BEHAVIOR

SEVERE WEATHER EMERGENCY

For an up-to-date copy, go to the policies and procedures page on the EGSC website

CLASSROOM DISTURBANCES

Students may create unnecessary classroom disturbances.

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 PUBLIC SAFETY and/or DISMISS CLASS.
4. Report the removal to DIVISION CHAIR AND STUDENT CONDUCT OFFICER

For THREATENING OR POTENTIALLY VIOLENT STUDENT:

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

1. Report to DIVISION CHAIR, PUBLIC SAFETY AND STUDENT CONDUCT OFFICER
2. If threat to personal safety, 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 PUBLIC SAFETY and COUNSELOR

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CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations such as marches, meetings, picketing and/or rallies will be peaceful and non-obstructive. Demonstrations will be conducted at the "Free Speech" areas located at the PE Building's Front Entrance Grassed area OR at the Student Center's Campus Green Entrance Grassed area. In the event the "Free Speech" area is not available, alternate locations will be identified by the Chief of Public Safety in consultation with the Director of Plant Operations. 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 Public Safety. Public Safety will notify the President depending on the nature of the demonstration; the appropriate procedures listed below should be followed:

1. Peaceful, Non-obstructive 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 Public Safety 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 for Student Affairs or the President,
- b. The Vice 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 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 Public Safety. Except in extreme emergencies, the 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. Public Safety 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

CLASSROOM DISTURBANCES CIVIL DISTURBANCE OR DEMONSTRATION

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 will be immediately notified.

A. During Regular Operational Hours

1. The Vice President for Student Affairs and necessary Public Safety personnel will be summoned to the scene,
2. Public Safety 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. Public Safety should be immediately notified of the demonstration,
2. The President will be notified and determine the following actions to be taken:
 - a. Notify Emergency Response Committee members,
 - b. Determine if the Vice President for Student Affairs shall respond to the scene.
 - c. Public Safety 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 Public Safety or on-duty Security 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.

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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 Pandemic and Infectious Disease Coordinator: Dr. Jack H. Austin, Jr., Board certified in Internal Medicine and Infectious Diseases, University Hospital, Augusta, Georgia will monitor CDC warnings, maintain official tally of reported and suspected cases, and establish protocol and homecare for pandemic and infectious disease cases on EGC campus including on-campus housing.

EGSC Chief of Public Safety in coordination with EGSC Student Health Clinic Medical practitioner will tally reported and suspected cases and maintain frequent contact with EGSC Pandemic and Infectious Disease Coordinator Dr. Jack Austin, 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: _____

Building Representatives 2013

<u>Building</u>	<u>Rep during Normal Work Hours</u>	<u>Evacuation Points</u>
Gambrell	Debra Fennell Dr. Tim Goodman	P-12 between College Cir/Thigpen Dr
Student Center	Donald Avery Becky Foskey Janet Stracher Vicki Sherrod	P-4 in front of Student Center P-7 between PE Bldg and Student Center
PE Facility	Stacey King Walt Mason Johnna Eaton	P-7 and/or field behind gym
GL Smith	Mike Rountree Tabitha Ross	Grassy area across street from entrance
Academic Bldg. Upper Level	Ms. Angie Brown Dr. Bob Brown John Smoyer	Social Science: Grassy area front Entrance Math/Science: P-7
Academic Bldg. Lower Level	Dr. Alan Brasher Dr. Carmine Palumbo	Grassy area behind building/500 ft. away
Fulford Center	Jean Schwabe Tammy Durden	Parking Lot
Bobcat Villas	Josey Cameron RA's	Student Parking Lot P-9
Plant Ops	Christi Hutchings David Steptoe Ryan Stemple	Grassy area across street

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