



Emergency Procedures Quick Reference Guide/Flipchart (QRG)

**Appendix C: University Emergency Procedures
Quick Reference Guide for University Community**

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Appendix C: Emergency Procedures

Quick Reference Guide for University Community

Overview and Emergency Contact Numbers

1. Overview:

This Emergency Procedures Quick Reference Guide (EPQRG) provides information for the University Community on many types of emergencies. It is not meant to be all-inclusive, but does represent an all-hazards approach to emergency incident management. For more information on incident management, contact Public Safety at (229) 931-2245 or x2245.

2. Distribution:

This Appendix will be distributed to the University Community and available in the following formats:

- flipcharts that will be visibly posted in each classroom/meeting room/office
- electronic files on the University website
- electronic (pdf) file upon request

3. Contents:

The Emergency Procedures Quick Reference Guide contains emergency phone numbers plus response information for the University community on 13 types of emergency incidents. These will be reviewed at least annually and updated as necessary.

4. Emergency Contact Numbers:

Emergencies: X2245 from any campus phone OR 911 from a cell phone

Non-Emergencies: x2245 from any campus phone or (229) 931-2245 from a cell phone

Local Agencies: Fire/Paramedics/Police & Sheriff - 911

Appendix C-1: Emergency Procedures

Quick Reference Guide for University Community

Armed Intruder/Active Shooter

1. Understand the stages of Disaster Response:

- a) Denial – People will either deny that there is a disaster or underestimate the severity of the disaster. Move past denial as quickly as possible. Delay in taking action will cost lives. If gunshots are even thought to be heard, go straight to deliberation.
- b) Deliberation – Once the denial stage is overcome, decide what to do, but do it quickly.
 - 1) Calm yourself
 - 2) Practice combat breathing – Breath in through the nose, hold it at the top, breath out through the mouth, and hold it at the bottom.
 - 3) Shift your emotion – Turn fear into a more useful emotion like anger and use it to your advantage.
 - 4) Mental Scripting – Create potentially dangerous, traumatic, and difficult mental scenarios and work through them so that a more efficient and appropriate response can be given if such a situation arises.
 - 5) Practice – Practicing those scenarios over and over helps place them into muscle memory.
- c) Decisive Moment – Once a decision is made to act, act with a purpose. The absolute worst thing to do is nothing at all. Those who survive active shooter events go through the process faster & take better actions because they are prepared beforehand.

2. During the deliberation stage remember to ADD – Avoid, Deny, Defend:

- a) Avoid – Leaving the scene to a safe location
 - 1) Situational Awareness – Always be aware of what going on around you.
 - 2) Leave ASAP – If it is safe to exit the building, do so immediately
 - 3) Know your exits – Know all the escape routes out of the building, both marked and unmarked.
 - 4) Call 911 – Be prepared to provide them with all the information you can about the shooter such as: how many shooters that are, race, gender, physical features (approx. height, weight, tattoos, scars, etc.), clothing description, do they have a backpack, duffle bag, etc., what types of weapon(s) do they have.
 - 5) Consider secondary exits – Consider exiting through a window or break through a drywall in order to gain access to an exit.
- b) Deny – Don't allow the shooter access to you and those around you.
 - 1) Lock the door
 - 2) Turn the lights out
 - 3) Stay out of sight
 - 4) Remain quiet
 - 5) Barricade the door – Use of item of furniture to barricade any access points into your location. The bigger the barrier, the better. Barricading an outward opening door, can also be done by securing the door with a piece of rope, a tactical cinch, or a belt. Attach the rope the handle and pull; this will assist in holding the door shut.

- c) Defend – If the attempts to avoid and deny fail, now be prepared to defend yourself.
 - 1) Position yourself where you can surprise the attacker. This is going to be in close proximity to the door.
 - 2) Grab the gun – The attacker will most likely enter the room with the gun exposed. Grab the gun and point it away from innocent victims. At the same time, have other attack the shooter's head and eyes, while others attack the groin, legs, and feet.
 - 3) Fight – Be prepared to fight for your life. Do not fight fair! Use improvised weapons to attack the shooter's weak spots (such as gouge the eyes, pull hair, kick, etc.). Continue to fight as long as it takes. Don't give up because your life depends on it.

3. When Police Arrive

- a) The police will seek out the shooter first. They will not stop to help the wounded until they know the shooter is down.
- b) After the shooter is confirmed down, the police will then return and assist the wounded.
- c) Then everyone will be safely evacuated from the building.
- d) Follow all commands given by the police. Police entering the scene will not know who you are. They are trained to treat everyone as "unknown" until they have positively identified you as no threat. Do only as you are told.
- e) Show your hands – Keep your hands visible at all times. If you are handcuffed, don't fight it; it will be sorted out later.
- f) Do not move unless told to do so by officers on the scene.

4. Be prepared to help those around you:

- a) Emergency Medical Services (EMS) will not enter the building until the scene is declared safe by police. Depending on the size of the building and the circumstances, this could take hours.
- b) Meanwhile, people are bleeding and are going to need assistance.
- c) Be prepared to assist those around you. It is important that everyone take a training program that will teach how to stop hemorrhaging, the proper application of a tourniquet, and other life saving techniques.

Appendix C-2: Emergency Procedures

Quick Reference Guide for University Community

Bomb Threat and Suspicious Package

1. Bomb Threat received – ASK:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb? (The caller may be willing to discuss this)
- What is your name?
- Are there secondary devices? Where are they?

2. Listen and make a note of any background noises.

3. Keep talking to the caller.

Record the following:

- Time of call
- Age & gender of caller
- Speech pattern, accent, nationality, etc.
- Emotional state of caller

4. Contact Public Safety immediately without alerting the caller

Public Safety will determine if a credible threat exists – Don't cause unnecessary panic by alerting others prior to Public Safety determining that a threat exists

5. Evacuation Ordered:

Public Safety Officers will conduct a search of the area. Employees in the affected area may be asked to assist in identifying objects that are unusual or out of place.

6. Evacuation NOT Ordered:

Public Safety may choose to conduct a covert search of the affected area to determine the credibility of the threat.

7. Bomb or Suspicious package located:

DO NOT HANDLE OR APPROACH THE OBJECT.

Clear the area immediately and call Public Safety at (229) 931-2245 or X2245 and begin immediate evacuation of the affected building/area.

CELL PHONE AND TWO-WAY RADIO COMMUNICATIONS ARE ABSOLUTELY PROHIBITED WHILE THE DEVICE IS UNDER SUSPICION!!

Suspicious Package Identification:

- Unexpected letter or package
- Excessive postage
- Handwritten/poorly typed address
- No return address
- Oily stains, powder, discolorations or strange odors
- Ticking sound
- City or state in postmark does not match return address
- Leaking substance
- Unusual amount of tape attached
- Addressed to title only or incorrect title listed
- Protruding wires or strange odors
- Mailed from Foreign address or Country

8. Suspicious Package response:

DO NOT:

- Move or examine further
- Shake or disturb contents
- Smell package
- Clean up any spills from package
- Touch your skin or anything else
- Use cell phones or radios within 300 feet of package if a bomb is suspected

DO:

- Stay calm
- Clear the area and close off the area if possible
- Wash your hands and arms with soap and water (no bleach or disinfectants)
- Immediately contact Public Safety (229) 931-2245 or X2245 from a safe distance
- Describe the device/package and exact location
- Stay available for Police interview

9. In the event of Explosion:

- Stay away from windows and take cover under sturdy furniture
- After explosion or if directed, evacuate to a safe location
- Assist others in evacuation as necessary
- Do not light matches due to possible gas leaks
- Use stairs only; do not use elevators
- Move well away from site of the hazard to a safe location
- Contact Public Safety with incident details
- Provide first aid for injured as possible
- Try to stay calm & keep everyone together for accountability and Police statements

Appendix C-3: Emergency Procedures

Quick Reference Guide for University Community

Civil Disturbance or Demonstration

Demonstrations shall be conducted at designated campus “Free Speech” zones (see campus map), after completion and approval of a Free Expression Registration Form. This form is available from the Office of Student Life.

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

- INTERFERENCE with normal campus operations of the University.
- PREVENTION of access to offices, buildings or other University facilities.
- THREAT of physical harm to persons or damage to University facilities. If any of these conditions exist, contact Public Safety immediately at (229) 931-2245.

1. Peaceful non-obstructive demonstration

Generally, demonstrations of this kind shall not be interrupted, obstructed or provoked and efforts should be made to conduct University business as normal as possible.

If demonstrators are asked to leave but refuse to leave by close of business:

- Public Safety personnel will monitor the demonstration.
- The University President will determine if the demonstration is disruptive

2. Non-violent disruptive demonstrations

Demonstrators will be asked to terminate the disruptive activity by the University President or his/her designee(s), and a photographer/videographer may be called to document the incident

If demonstrators persist disruptive activity they will be advised that failure to discontinue the specified action within a determined period of time may result in disciplinary action, including suspension, expulsion, or arrest.

Additionally, the need for an injunction of civil authorities shall be determined. If a court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intent to arrest.

3. Violent disruptive demonstrations

Campus Public Safety personnel, the University President or his/her designee, and a Photographer/ videographer will be called to the scene as needed.

Public Safety will contain demonstrators with the use of mutual aid if necessary.

Demonstrators will be arrested and charged as appropriate.

Appendix C-4: Emergency Procedures

Quick Reference Guide for University Community

Criminal, Suspicious or Violent Behavior

Be alert:

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

Call for help:

If you are the victim of, or are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk.

Notify Georgia Southwestern State University Public Safety at X2245 or 911 from a cellular phone as soon as possible and give them the following information:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

Witness/report:

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify GSW Public Safety at X2245 or 911 from a cellular phone.

Suspicious activity may also mean:

- Person or persons sitting in vehicles for extended periods of time, possibly taking notes relative to activities or people in the area.
- Large vans or trucks, parked in unauthorized areas for extended periods of time. They may have emergency flashers activated or no one in the vehicle.
- Persons wearing heavy coats or other outer garment wear in the warm months. (Dress is out of place for the time period.)
- Back packs or other containers left unattended for periods of time or just out of place.

Assist the police

Offer any additional information requested; ask others to do the same.

Appendix C-5: Emergency Procedures

Quick Reference Guide for University Community

Emergency Notification/Alert

1. Critical Incidents

Effective communications prior, during and after an incident or event are critical to protecting the community and property. Especially during critical incidents, it is imperative that communications be clear, effective and timely. This notification policy will be implemented in the event of a Critical Incident. Critical Incidents are any event which:

- May threaten University operations
- May cause or attract media attention to the University
- Involves the death or serious injury of a University student, employee or visitor
- Involves the death or serious injury of a University student or employee off campus
- May cause parental concerns for student safety
- Involves the arrest of a student
- Other noteworthy events
- Any of the above occurring off campus that Public Safety is made aware of by any means from another law enforcement agency, University or similar organization.

Examples include serious and unusual crimes, natural disasters, utility failures or emergencies, civil unrest, deaths and suicide attempts, fires, serious injuries, acts of terrorism, hostage situations, and threats to the community.

2. University Community Notifications

Any or all of the following communications methods may be employed:

- a. Telephone Broadcast – information broadcast to all campus phones or groups of campus phones. This information can be quickly disseminated and useful for building evacuations, lockdowns, etc. in the event of severe weather or potential threats to health & safety. This broadcast can consist of live or prerecorded messages and can also be sent as voicemail or text message to capable Internet Protocol telephones.
- b. Connect-ED – in the event of extreme emergencies that have an immediate and imminent impact on the University and its constituents, or events affecting University operations, such as campus closures, the Connect-ED notification system will be activated.
- c. Awareness Bulletins – will be sent via email to members of the University community for potentially threatening conditions. Campus-wide email to faculty/staff and students may be utilized in immediately threatening conditions, i.e. weather warnings, etc.
- d. Telephone notification – Public Safety Officials may contact various offices or specific areas/persons to disseminate information.
- e. Brochures, notices, etc. – Pamphlets, notices, etc., may be distributed to increase University community awareness of emergency procedures.
- f. Public Address System – Public Safety Officers may utilize the public address systems (both loud speakers and on Public Safety vehicles) to announce information to large crowds.

Faculty, staff and/or students will direct all requests for information from the news media to the Director of Public Information.

3. National Terrorism Advisory System Alerts

The National Terrorism Advisory System (NTAS) replaces the color-coded Homeland Security Advisory System. This new system is expected to more accurately communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat. Terrorism alerts would immediately be broadcast to the University Community.

For more information on the National Terrorism Advisory System go to:
<http://www.dhs.gov/files/programs/ntas.shtm>

Appendix C-6: Emergency Procedures

Quick Reference Guide for University Community

Evacuation

1. Evacuation of Building Order Given:

- a) Remain Calm and Quiet
- b) Immediately pick up your personal items and leave the building by the evacuation route for your area
- c) Assist the disabled in exiting the building
- d) Do not use the elevator – in case of fire or loss of power
- e) Congregate at the assembly point on your emergency procedures flipchart.
- f) Check in with your Building Coordinator at the assembly point – Do NOT leave campus until told to do so by Public Safety personnel
- g) Do not return to your building until permission is granted by Public Safety

2. IF UNABLE TO EXIT:

- **If the exit is blocked**, use the nearest marked exit and alert others to do the same.
- **If unable to exit**, Shelter in Place (See 'Shelter in Place' QRG) and alert Public Safety at X2245; (229) 931-2245, or 911 from a cell phone and advise them the reason your exit is blocked, your current location (building/room) and number of people with you.

3. Reasons for Evacuation:

- FIRE OBSERVED
- FIRE ALARM SOUNDED IN BUILDING-Unless under lockdown, evacuate immediately
- EXPLOSION
- BOMB THREAT- If ordered or if you observe a suspicious package
- PUBLIC SAFETY ORDERED – For any reason

4. Evacuation of Entire Campus Order Given:

- Announced by Public Safety or President/designee
- Immediately vacate the area and move to the location announced
- Check in with the Building Coordinator and await further instruction

Appendix C-7: Emergency Procedures

Quick Reference Guide for University Community

Explosion/Crash on Campus

1. Explosion occurs on campus:

- a. Take cover under sturdy objects
- b. Watch for falling glass or debris
- c. Watch for secondary explosions or facility structure collapse
- d. Notify Public Safety X2245 or 911
- e. Active fire alarm when directed or when fire is noted
- f. Use fire extinguisher on small/incipient fires
- g. Assist the disabled in exiting
- h. Evacuate to a Safe Zone – See Evacuation Appendix C-6
- i. Do NOT use elevators
- j. Keep streets and walkways clear for emergency vehicles and crews
- k. Assist emergency personnel as necessary and requested
- l. Provide aid to others as possible
- m. DO NOT re-enter building without Public Safety authorization
- n. DO NOT move or touch any items from the Blast Zone, it may be a crime scene
- o. DO NOT leave the scene, you may be needed for a witness statement

2. Possible reasons for explosion:

- Hazardous Materials ignition- See Hazardous Materials Appendix C-9
- Aircraft crash – Poss. Hazardous Materials fuel or terrorism
- Bomb detonation – Be aware of possible secondary devices- See Appendix C-2

Appendix C-8: Emergency Procedures

Quick Reference Guide for University Community

Fire

Know: Location of fire extinguishers, fire alarm pull boxes, evacuation route and safety zone assignment for your building and classrooms.

1. Fire Alarm Activation:

- a) Evacuate the building immediately unless otherwise directed by authority
- b) Refer to Incident Annex F: Evacuation
- c) Do not use elevators
- d) Do not leave campus or congregate near fire plugs or fire zones

2. In the event you witness a fire:

- a) Activate the fire alarm (if not already done)
- b) Notify Public Safety X2245 or 911 of the building and room/floor fire location
- c) Locate your evacuation route simultaneously

3. If the fire is very small, and you can operate a fire extinguisher safely:

- a) Keep your back to your exit
- b) Don't allow fire to cut off your exit
- c) Direct the charge of the fire extinguisher toward the base of the flame
- d) Do not attempt to extinguish a fire larger than a small waste can
- e) After one (1) attempt, continue evacuation

4. If the fire is too large or you cannot extinguish with one (1) attempt:

- a) Warn and assist others in evacuation
- b) Close all doors (do not lock) while exiting the building to reduce oxygen to the flames and slow the spread of fire
- c) If the area is smoky, stay low to the floor where the air is less toxic
- d) On the outside, direct crowds away from the fire hydrants, roadways, and clear sidewalks immediately adjacent to the building.
- e) Direct personnel to watch for movement of trapped victims near the windows or articles of clothing hanging out windows

5. If you become trapped in a room on the first floor:

- a) Close any doors between you and the fire
- b) Attempt to open the windows and crawl out or draw attention to yourself to be rescued

6. If trapped on a second story or higher:

- a) Hang an article of clothing out the window to attract the attention of rescuers
- b) Stay close to the floor for the best air quality

Appendix C-9: Emergency Procedures

Quick Reference Guide for University Community

Hazardous Materials

1. Minor lab spill of identified hazardous material or other lab materials:

- a) Leave the area of the spill and proceed to a safe location nearby.
- b) Notify Public Safety X2245 and report the spill incident, location, product and approximate amount.
- c) Assess if you have the proper training and protective gear to clean up the spill and advise your instructor of the incident.
- d) If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. If you are unable to clean up the spill, vacate the area and seal it off to unauthorized personnel, posting signs as necessary.
- e) Notification to Public Safety will initiate a call to Plant Operations and the Environmental Healthy and Safety Manager who will initiate a response to clean and contain the spill.
- f) If evacuation is necessary, the building alarm should be activated and evacuation procedures followed. EVACUEES MUST BE NOTIFIED OF THE AFFECTED AREA(S) TO PREVENT CONTAMINATION DURING EVACUATION.
- g) Be careful not to further contaminate yourself or others
- h) If contaminated with product, shower with soap and water and change clothes. Depending on product, clothes may have to be laundered separately.
- i) Follow any additional Hazardous Materials specialist advice for decontamination and medical treatment as indicated.

2. Major lab spill or unknown chemical/biologic or hazardous materials spill:

- a) Leave the area of the spill and proceed to a safe location nearby.
- b) Notify Public Safety X2245 and report the spill incident, location, product and approximate amount.
- c) Notification to Public Safety will initiate a call to Plant Operations and the Environmental Healthy and Safety Manager who will initiate a response to clean and contain the spill.
- d) Be careful not to further contaminate yourself or others with hazardous product.
- e) If evacuation is necessary, the building alarm should be activated and evacuation procedures followed. EVACUEES MUST BE NOTIFIED OF THE AFFECTED AREA(S) TO PREVENT CONTAMINATION DURING EVACUATION.
- f) Follow evacuation procedures and congregate at Safety Zone unless you are separated for Hazardous Materials decontamination.
- g) Do NOT leave campus until dismissed by Public Safety officials.
- h) Follow any additional Hazardous Materials specialist advice for decontamination and medical treatment as indicated.

Appendix C-10: Emergency Procedures

Quick Reference Guide for University Community

Hazardous Weather: Thunderstorm/Tornado/Winter Storm

1. Definitions: Thunderstorm/Tornado/Winter Storm Watches and Warnings:

- A **watch** is issued by the National Weather Service when conditions are favorable to produce the weather in the area.
- A **warning** is issued by the National Weather Service when the hazardous condition has been spotted or identified on radar and is expected to be in the area.

2. Active storms:

- Listen and look for updates through fax posters, telephone voice and text messages or through the Public Address Systems
- Move to the safe sheltering areas in your building. If time permits, take a flashlight, first aid kit, and your weather radio.
- Do NOT go outside until the danger from tornadoes, high winds or hail has passed
- If outside or in a car, take cover inside a building if possible
- Take cover next to a wall near the interior of the building away from windows and exterior doors and choose the basement or lowest level.
- Take your personal belongings if time permits
- Shutdown all electronics and unplug if possible
- Avoid places with wide-span roofs such as auditoriums, cafeterias, etc.
- Post-storm: assess for damage, gas leaks, etc. and make notifications

3. Campus Emergency Notification:

When severe weather conditions immediately threaten the campus, Public Safety will issue notification through Connect-ED, fax posters, messages, and telephone communications and/or utilize a Public Address System located on both loud speakers and on Public Safety vehicles when necessary. Connect-Ed will also be used to announce cancellation of classes or campus closings.

Appendix C-11: Emergency Procedures

Quick Reference Guide for University Community

Medical Emergencies & Multiple Casualties

1. Medical Emergency:

Medical emergencies may occur at anytime and without warning. These emergencies may range from cardiac arrest to a broken bone. In each incident, the primary emergency contact number should be to call Public Safety X2245 or 911. Provide the following:

- Your name, location, number of people injured, and description of the medical emergency.
- Stay on the phone for instructions of what to do.
- Stay calm and keep the patient calm and as comfortable as possible.
- Do NOT move the victim unless their safety is in danger.

2. Multiple Casualty Incidents (MCI):

Many situations such as aircraft crash, tornadoes, school shootings and explosions have the potential for injuring or killing many people. In these situations where the number of patients outnumber the responders, patients are triaged (sorted) based on their level of injury. During the initial phase in an MCI on the campus of Georgia Southwestern State University, do the following:

- Stay calm and try to calm others around you.
- Do not leave the scene; help is on the way to you.
- If you are able, assist others around you and let the responders know where you are.
- Listen closely to the responders and do as they ask of you.

Appendix C-12: Emergency Procedures

Quick Reference Guide for University Community

Natural Disasters: Earthquake/Flood

1. Earthquake:

IF INDOORS: Seek shelter under tables, desks or other objects that will provide protection from falling glass and debris. *Stay away from windows, shelves and heavy equipment that could fall.*

IF OUTDOORS: Move away from buildings, trees, utility poles and other structures.

IF IN AN AUTOMOBILE: Stop as quickly as possible in a safe place, away from overpasses, trees and utility poles. Stay in your vehicle for the shelter it offers.

After the initial shocks subside, contact Public Safety at (229) 931-2245 or X2245 from any campus phone or 911:

- Report any injuries or damage and be prepared for aftershocks.
- Evacuate the building when instructed to do so or when the shaking stops.
- Seek out disabled persons during evacuation and assist their exit.
- BEWARE of falling debris, glass and electrical wires. Report any smell of gas immediately and clear the area
- Proceed to the designated Safe Zone, at a minimum of 500 feet from the building and away from utility poles and light poles.
- Follow responder instruction and be prepared to assist if necessary.

2. Floods

Flash floods occur within a few minutes or hours of excessive rainfall. Flash floods can roll boulders, tear out trees, destroy buildings and bridges, and scour out new channels. Most flood deaths are due to flash floods. They are the #1 weather-related killer in the United States!

Even 6 inches of fast-moving flood water can knock you off your feet, and a depth of 2 feet will float your car! NEVER try to walk, swim, or drive through such swift water. If you come upon flood waters, stop! Turn around and go another way.

If indoors, seek higher ground on the next level and stay away from electronics. Be aware of energized water flow, if rising water is threatening, consider turning off the power at the circuit breaker panel or fuse box. Electric current passes easily through water, so stay away from downed power lines and electrical wires. Don't drive over—and don't stand near—downed power lines.

Appendix C-13: Emergency Procedures

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Shelter in Place

Certain incidents may require that occupants of a building shelter-in-place for protective actions. Examples of these are tornado warnings, active shooter and certain hazardous materials incidents. Public Safety Officials will advise occupants when these types of actions are appropriate.

1. Lockdown: Armed Intruder/Active Shooter/etc.

- Close and lock the room door.
- No one is to leave the room after being informed of a lockdown situation.
- Keep away from the windows and doors, stay low and quiet.
- Seek shelter next to concrete walls or heavy structures.

2. Short Term Shelter in Place: Tornado Warning/Event

- Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Stay sheltered until advised by Public Safety.

3. Long Term Shelter in Place: Hazardous Materials release outside

- Close and lock all windows, exterior doors, and any other openings to the outside.
- If explosion danger exists: Close all window shades, blinds, or curtains.
- Ventilation systems: shut down to prevent the flow of hazardous materials.
- Select interior room(s) above the ground floor, with the fewest windows or vents.
- For long term shelter in place, gather any available disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call Public Safety at (229) 931-2245 or X2245 from any campus phone or 911.
- Advise Public Safety or 911 who is in the room with you.
- Listen for an official announcement from school officials via the public address system, or through Connect-ED and stay where you are until you are told all is safe or you are told to evacuate.