

GORDON STATE COLLEGE



Emergency Response Plan

Public Safety **678-359-5101**

EMERGENCY 5111

DEPARTMENT INFORMATION

My Name: _____ My Department: _____

My Building: _____ Phone Number: _____

My Supervisor: _____ Phone Number: _____

My Building Coordinator: _____ Phone Number: _____

My Assembly Point Is: _____

GORDON PUBLIC SAFETY: **678-359-5101**

EMERGENCY **5111** OR **911**

EVACUATION PROCEDURES

A. BUILDING EVACUATION

1. Building evacuations will occur when an alarm sounds and/or upon notification by public safety, building coordinators, facilities staff, resident staff member, Gordon State College Emergency Notification System (GSCENS) or the campus-wide broadcast system.
2. When the building evacuation alarm is activated, proceed to the nearest exit for your area. If the exit is blocked, use the nearest marked exit and alert others to do the same.
3. Assist disabled persons when exiting the building. Do not use the elevator in case of fire or electrical outage.
4. Do not return to an evacuated building unless told to do so by public safety or facilities personnel. An “all clear” command will be given when it is safe to return to the evacuated building

B. CAMPUS AREA EVACUATION

1. Evacuation of all or part of the campus grounds will be decided by the President and announced by GSCENS and the campus-wide emergency broadcast system. During evacuations follow directions and remain in your assembly area or shelter until told by Gordon State College officials to do otherwise.

EXPLOSION OR AIRCRAFT CRASH GUIDELINES

A. In the Event of an Explosion of Aircraft Crash on Campus

1. Take cover under tables, desks, and other objects that will give protection against falling glass or debris.
2. After the explosion notify Public Safety at **(678) 359-5111 or 5111** by campus phone. Provide your name and describe the location and nature of the emergency.
3. If necessary or when directed to do so, activate the building alarm.
4. When the building evacuation alarm is activated or when told to leave by officials, proceed quickly to the nearest marked exit and ask others to do the same.
5. Do not use the elevators in case of fire or power outage. Stay calm and assist those who are in need.
6. Once outside, move to the area designated as your building assembly area. Keep streets and walkways clear for emergency vehicles and crews. Know your assembly areas.
7. A campus emergency command post may be set up near the disaster site. Do not interfere with command post functions unless you have official business.
8. Do not return to an evacuated building or area unless told to do so by a Public Safety official.

FIRE

All incidents or accidents involving fire on campus must immediately be reported to the Gordon State College Department of Public Safety. This includes occurrences of fire that do not require response from the fire department. Departmental supervisors will ensure that employees are aware of the location of fire extinguishers and fire alarm pull boxes in assigned work areas. Gordon State College employees should familiarize themselves with emergency evacuation routes and procedures for individual work stations.

A. In the Event of a Fire

1. Activate the building alarm and notify Gordon State College Public Safety by dialing emergency number **(678) 359-5111 or 5111** by campus phone.
2. Remain close to the floor to avoid smoke where air is less toxic.
3. If the fire appears controllable use an available fire extinguisher directing it toward the base of the flame.
4. If the fire appears to be uncontrollable assist with the evacuation of the building in accordance with your department fire evacuation plan. Close doors while exiting, but do not lock them.
5. Do not use elevators when evacuating due to the potential of entrapment.
6. When evacuating, direct persons away from fire hydrants, sidewalks, and roadways adjacent to the building. Have bystanders assist with observing windows and other exits for persons that may be trapped inside.
7. If trapped on a second story floor or higher, hang an article of clothing out of the window to signal public safety personnel to your location.
8. In the event of fire involving clothing a person should stop, drop, and roll to extinguish the flames. Assistance may need to be given to a person that may not be able to perform this function by themselves.
9. Never attempt to assist or rescue where personal safety is compromised. Notify a public safety official of the situation immediately.

EARTHQUAKE

A. In the Event of An Earthquake

1. If INDOORS seek refuge in a doorway or under a desk or table. Stay away from glass, shelves, and heavy equipment.
2. If OUTDOORS quickly move away from building structures and utility poles.
3. If in an AUTOMOBILE, stop in the safest area available as soon as possible. Stay in your vehicle for shelter.
4. After the initial shock, evaluate the situation to determine the extent of any destruction. Contact Public Safety at **(678) 359-5111 or 5111** by campus phone to report the occurrence and any damage. Also report any specific hazards including gas leaks or power failures.
5. Be prepared to take protective measures for your safety during potential aftershocks.
6. If an emergency exists with an on-campus building, activate the building alarm. The alarm will activate locally inside the building only. Report the emergency to Public Safety.

SEVERE WEATHER EMERGENCY

Public Safety in conjunction with other authorities will monitor the National Weather Service and Department of Transportation for severe weather updates. The public information specialist and the Public Safety Department will initiate notifications when severe weather is expected to impact the campus. When such threatening weather conditions exist, persons should take action and instruct others to do the same.

A. In the Event of a Tornado, Thunderstorm, or Severe Wind

- TORNADO / THUNDERSTORM / WINDS “WATCH”:** indicates that atmospheric conditions are conducive for the development of the stated warning. Normal operations will continue and employees will closely monitor changing weather conditions while being prepared to take action if necessary.
- TORNADO / THUNDERSTORM / WINDS “WARNING”:** indicates that the hazardous condition stated has been identified on radar or sited. When these conditions threaten the campus, electronic as well as outdoor broadcast notifications will be made by Gordon College to the campus community.
 1. Take cover and instruct others to do the same. Find an interior wall of a building away from windows and exterior doors.
 2. Curl up in a “ball” or fetal position near the wall and place hands over the head. Remain in this position until the severe weather passes.
 3. Do not initiate a building evacuation during these circumstances. If fire is not present and a clear exit is maintained, everyone should remain indoors until the severe weather passes.

B. In the Event of Snow, Ice, or Flooding

- Snow, ice and/or flooding can make travel to and from campus hazardous. When potential or actual conditions develop that would make travel to and from campus hazardous, the following procedure will be followed:
 - The President will determine if operations are to be suspended. If they are to be suspended, Core Support Staff will be notified and the Public Information Specialist will initiate campus notifications via GCENS, the website, and local media.
 - Public safety will initiate steps to secure the campus.

SUSPICIOUS MAIL

Mail and packages delivered to each department should be screened for any suspicious characteristics. Indicators of suspicious mail or packages include the following:

- Fictitious, unfamiliar or no return address
- Hand written or poorly typed address
- Address to a title only or an incorrect title
- Mailed from a foreign country
- Excessive postage
- Excessive string or tape on package
- Misspelling of common words
- Restrictive markings such as “confidential”, “personal”, etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Discoloration or stains

A. In the Event of Suspicious Mail or Packages

1. Call Public Safety at **(678) 359-5111 or 5111** by campus phone.
2. Leave the mail or package where it is. Do not take to others to examine.
3. Close off the area and keep others out. Close any doors or windows gently.
4. Do not touch your eyes, nose, mouth, or any part of your face.
5. Do not touch other people or objects, and do not let others touch you.
6. Wash your hands and arms with soap and hot water.
7. Do not attempt to smell or closely examine the letter or package.
8. Do not attempt to clean up anything that has spilled or leaked from the package.
9. Stay in the general area until public safety officials arrive on the scene.

HAZARDOUS MATERIALS

Hazardous chemicals are utilized on campus in limited quantities and locations. Common carriers and contractors that travel in the vicinity however, may be transporting hazardous chemicals or materials. These chemicals could threaten the environment in the event of a spill. The following steps will be taken in the event of a chemical or radioactive release.

A. Chemical, Biological, or Radiation Release

1. The spillage of any hazardous chemical or material will immediately be reported to the Gordon State College Public Safety by calling **(678) 359-5111 or 5111** on campus.
2. When making a report be specific about the material involved and the approximate quantities. Public Safety will initiate the response of the appropriate authorities and resources to effectively address cleanup.
3. The building coordinator, department supervisor, or key person on site should vacate the affected areas at once and seal them off to prevent further contamination of other areas. At no time should anyone re-enter an area that has already been evacuated. Wait for the arrival of public safety personnel.
4. If building evacuation is required, the building coordinator, departmental supervisor, or key person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the release is located.

BOMB THREAT

Bomb threats represent a potential danger to the safety and welfare of the Gordon State College community. Anyone who receives a bomb threat or observes a potential bomb should not handle the object and stay away from the area. In all cases Gordon Public Safety should be contacted immediately at **(678) 359-5111 or 5111** when on campus. Public Safety officials will determine if evacuation is necessary. In the event of an evacuation use your designated evacuation route and do not panic. Public Safety or other appropriate officials will announce “all clear” when it is safe to return to the building or area. Do not return to the building or area until an “all clear” signal is given.

A. Steps for Individuals Receiving a Bomb Threat By Phone

1. Attempt to ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does the bomb look like?
 - e. Why did you place a bomb?
 - f. What is your name, number, and address?

2. Observe and record the following information:
 - Time and date of call
 - Telephone number and department where call was received
 - Age and sex of the caller
 - Number displayed on caller identification
 - Background noise
 - Speech pattern, accent, tone, and emotional state of caller
 - Exact words of person making the call

B. Steps for Individuals Receiving a Bomb Threat By E-Mail

1. Do not delete the message. Print the message if possible for Public Safety.

C. Completion of Threatening Phone Call Log Form

1. In the event of a threatening call complete the Threatening Phone Call Log Form.

THREATENING PHONE CALL LOG FORM

Date: _____ Time Call Received: _____

Name: _____ Department: _____

Number Called Received at: _____ Number Call Received From: _____

QUESTIONS TO ASK:

- When is the bomb going to explode? _____
- Where is the bomb right now? _____
- What kind of bomb is it? _____
- What does the bomb look like? _____
- Why did you place the bomb? _____
- What is your name and address? _____
- Are you a student? _____
- Caller's Voice: Sex _____ Tone _____ Accent _____
- Background Noise: _____

STEPS OF ACTION

- Call Public Safety at (678) 359-5111 or 5111 by campus phone to report threat.
- Provide as much detailed information as possible and cooperate with authorities.
- If notified to do so, evacuate the building utilizing the standard evacuation routes.
- Report suspicious items and activities to Public Safety. Do not touch anything.
- If asked, accompany Public Safety personnel for building search.
- Leave doors open and do not use electrical switches.
- Do not use hand held radios, cellular phones, or other electronic devices.

UTILITY EMERGENCY

All incidents or accidents involving an electrical power failure, gas line break, sewer main break or electrical line break may be defined as a utility emergency.

A. In the Event of an Electrical Power Failure

1. Call Public Safety at (678) 359-5111 or 5111 by campus phone.
2. Call Facilities at (678) 359-5103.

B. In the Event of a Gas Line Break

1. Call Public Safety at (678) 359-5111 or 5111 by campus phone.
2. Evacuate the area immediately using standard evacuation routes.
3. Notify others and assist where possible in the evacuation process.

C. In the Event of a Power or Phone Line Down

1. Call Public Safety at (678) 359-5111 or 5111 by campus phone.
2. Call Facilities at (678) 359-5103.
3. Stay clear of live or exposed wires and clear area immediately.
4. Inform others of the potential threat and advise them to stay away from the area.

D. In the Event of a Water or Sewer Line Break

1. Call Public Safety at (678) 359-5111 or 5111 by campus phone.
2. Call Facilities at (678) 359-5103.

CIVIL DISTURBANCE OR DEMONSTRATION

Demonstrations may be conducted on the Gordon State College campus without interruption when they do not interfere with the normal operation of the college. Activities that prevent access to any college facility or property are prohibited. Inappropriate conduct also includes the threat of physical harm to persons or property. If these conditions exist, immediately contact Public Safety at **(678) 359-5111 or 511** by campus phone.

A. Non-Obstructive Demonstration

1. Non-obstructive demonstrations complying with Gordon State College guidelines will not be interrupted.
2. When demonstrations extend past normal college business hours or demonstrators do not disassemble upon request from an official of Gordon State College, the demonstration may be determined to be and treated as a disruptive demonstration.

B. Non-Violent Disruptive Demonstration

1. Demonstrators will be asked to terminate disruptive activity by the Gordon State College President or designee.
2. If there is continued disruptive activity, demonstrators will be advised of disciplinary actions that may occur as a result of their behavior including intervention by the Department of Public Safety.

C. Violent Disruptive Demonstration

1. Public Safety will provide sufficient police officers to contain the demonstrators. Should an insufficient number of officers be available, the Director of Public Safety will request assistance from the Georgia State Patrol, Lamar County Sheriff's Office and the Barnesville Police Department.

MEDICAL OR PSYCHOLOGICAL EMERGENCY

A medical emergency is where an individual may be sick or injured and there is an immediate concern to aid the person. A psychological emergency exists when an individual is threatening to harm themselves or others, or does not have a clear perception of reality.

A. In the Event of a Medical Emergency

1. Ask the victim if s/he is OK. Check for breathing.
2. Have someone call Public Safety at **(678) 359-5111 or 5111** by campus phone. Help may also be obtained by calling **9-911** from a campus line.
3. Stay with the victim until emergency personnel arrive. Administer first aid and/or CPR to the fullest extent possible if needed.
4. Inform other staff as needed and contact family members of the victim if known.

B. In the Event of a Psychological Crisis

1. If you encounter someone experiencing a psychological emergency, do not attempt to handle the potentially dangerous situation alone.
2. Notify Public Safety at **(678) 359-5111 or 5111** by campus phone. All suicidal gestures should be immediately reported to Public Safety.
3. The safety of the person in crisis and those around him/her should be of first concern. Public safety will work closely with campus counseling professionals when necessary.
4. Anyone experiencing a severe psychological emergency or crisis should report to the nearest hospital emergency room or contact the Gordon State College Counseling Center at (678) 359-5221 or (678) 359-5326.

VIOLENT OR CRIMINAL BEHAVIOR

Violent or criminal behavior can be defined as a situation in which an individual threatens life or property. The following steps should be taken to prevent or lessen the effects of these types of behaviors.

A. In the Event of Hostile or Violent Behavior (Actual or Potential)

1. Initiate immediate contact with Public Safety at (678) 359-5111 or 5111 by campus phone and report the details of the event.
1. Leave the immediate area whenever possible and direct others to do so.
2. In the event of gunfire or explosive hazards take cover immediately using all available protection. Close and lock doors when possible to separate yourself and others from the armed suspect.

B. In the Event of a Hostage Situation

1. Be patient. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions and be alert.
3. Do not speak to your captor unless spoken to and only then when necessary. Do not attempt to rationalize with your captor.
4. Avoid speculating and be prepared for severe mood swings and irrational actions by the captor.
5. Do not make quick or sudden moves that will alarm the captor.
6. Be observant. The safety of others may depend on what you remember about the situation.

ACTIVE SHOOTER

An active shooter can be described as a person who may cause death or serious bodily injury through the use of a firearm. This is a dynamic situation that usually evolves rapidly and demands an immediate response from law enforcement officers. The immediate response of the first officers on the scene is to take aggressive measures to find and stop the life-threatening situation.

A. Active Shooter Initial Response

1. If you are aware that a person has a firearm or hear gunfire you should protect yourself first by moving to a safe location.
2. From a safe location call Public Safety by dialing **5111** from a campus phone or **(678) 359-5111** by cellular service.
3. Provide the dispatcher with your location, name, and phone number and describe the situation you are reporting.

B. Classroom or Office

1. If you are in a classroom or office stay there and turn off the lights. Close and lock all windows and doors. If you cannot lock the door, try to block it with furniture. If the door has a window, cover it if you can.
2. Depending on the gunmen's location, consideration may be made to exit through a window. Assign someone to watch as you get as many persons out of the window (ground floor) as calmly and quietly as possible. If the windows are not accessible or you are not on a ground floor, stay out of sight from the door area while remaining low and quiet. Do not try to carry personal possessions.
3. If police are not on the scene move well away from the incident and find a safe cover position that is away from open parking lots. Wait for police to arrive.
4. When police arrive on the scene, you should move toward them when safe to do so while keeping your hands on the top of your head. Do exactly what the police tell you to do.
5. Once safe do not leave the area entirely. You may have information that responding police officers will need.

C. Hallways or Corridor

1. If you are in a hallway during an active shooting, move to a room that is not already secure and secure it.
2. If you are not close to an exit, do not travel a long hall to get to one. You may encounter the gunmen or hostage taker. Do not hide in restrooms.

D. Trapped with a Gunman

1. If you are trapped with a gunman do not provoke him/her. If they are not shooting, comply with any requests and do not move suddenly. It is a personal decision of what you will or will not do to preserve your life or that of others.
2. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Remember there may be more than one shooter.

E. Open Spaces Response

1. Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and any other objects which may stop firearm ammunition penetration, may be utilized as cover.

