



**Emergency  
Preparedness and  
Occupational Safety**

# **Emergency Action Plan**

Faculty, Staff, and Students

**Georgia College University Police  
(478) 445-4400**

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**CONTACT NUMBERS FOR EMERGENCIES AND SERVICES**

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**CAMPUS POLICE (478) 445-4400**

**EMS, AMBULANCE, FIRE .....911**

<u>BALDWIN COUNTY</u>	<u>Work</u>
Sheriff Bill Masee.....	478-445-4891
Commission Chair, Dale Epps.....	478-452-6316
Baldwin County EMA.....	478-445-4421
<u>CITY OF MILLEDGEVILLE</u>	
Mayor, Richard Bentley.....	478-452-5158
Chief of Police, Woodrow Blue.....	478-414-4000
Fire Chief, Tom Dietrich.....	478-414-4030
<u>AMERICAN RED CROSS</u> .....	478-743-8671
<u>BOARD OR REGENTS DISASTER COORDINATOR</u>	
Bruce Holmes.....	404-656-2244
<u>GEORGIA FORESTRY UNIT</u> .....	478-445-4329
<u>GCSU HEALTH SERVICES</u> .....	478-445-5288
<u>NATIONAL RESPONSE CENTER</u> .....	1-800-424-8802
<u>OCONEE REGIONAL MEDICAL CENTER</u> .....	478-454-3505
<u>POISON CONTROL</u> .....	1-800-222-1222
<u>STATE OF GEORGIA</u>	
Georgia Bureau of Investigation (Milledgeville Office)..	478-445-4173
Georgia Emergency Management Agency.....	1-800-TRY-GEMA
Georgia State Patrol (Milledgeville Barracks).....	706-210-2025

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## NOTIFICATION AND ALERT

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**Potential disaster warnings such as; hurricanes, tornados, other severe weather, terrorism, and civil disturbances** are received from local and state emergency management agencies, and/or local media. Once in receipt of the information, EPOS will decide, along with the Police Chief and VP for Administrative Services and Campus Operations, on the applicable response.

**Georgia College will activate the “High Alert” status and notify all or some on the system depending on the situation.**

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### “HIGH ALERT” STATUS

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Georgia College has created a high alert status to inform and have ready key personnel in the anticipation of any manmade or natural disaster, to rapidly and effectively coordinate essential assets for the purpose of diminishing the devastation caused by disasters and to help protect the well-being of the University Community. Depending on the incident all or some of the personnel involved will be notified via GC ALERT.

Also, this system is set to help facilitate the dissemination of pertinent information, through the Emergency Notification System, for the purpose of forewarning the University community and to protect personal life and property.

Those who are on the high alert system are as follows:

- University President
- Vice Presidents
- Building Managers and Assistant Building Managers
- Resident Directors and Community Assistances
- Police Officers
- Other key personnel

The high alert status will be upgraded in anticipation of or during these events:

- Bomb Threat
- Contaminated Water
- Death (Non-Accidental)
- Flood
- Fire
- Gas Leak
- Hazardous Materials Spill
- Health Emergency
- Hurricane Watch / Warning
- Power Failure (extended period of time)
- Civil unrest
- Sewage contamination
- Shooting / Weapon on Campus
- Structural Failure
- Tornado Watch / Warning
- Winter Weather Storm

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## EMERGENCY NOTIFICATION SYSTEM

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### **How will I be notified of an emergency?**

Currently Georgia College has adopted four methods of communication for the dissemination of information regarding emergencies. Those methods include:

- GC ALERT System
- Website Notification ([www.gcsu.edu](http://www.gcsu.edu))
- E-Mail
- Outdoor Emergency Warning Siren System
- Campus Cable Emergency Alert System
- FM 88.3 and FM 88.9 Campus Radio (National Weather Service Emergencies Only)

### **GC ALERT:**

- **What is GC ALERT?** GC ALERT is an emergency messaging system that can send text messages and voice calls directly to your cell phone in the event of severe weather, campus emergency or emergency closing. It will not be used for routine communications.
- **Am I automatically enrolled to receive the emergency text messages?** No, you must sign up. Simply go to [www.gcsu.edu/alert](http://www.gcsu.edu/alert), read the instructions for students or faculty/staff and click on the appropriate button to proceed. Your number will be removed automatically from the system if you are no longer a student of the college.
- **What does it cost?** The only cost is the amount your cell phone company may charge you to receive a text message - usually just a few cents. However, Georgia College will ONLY use the GC ALERT system for emergency notifications - NOT routine communications or announcements.
- **Who else will have access to my cell phone number?** No one. The cell phone number you provide for your text messaging will remain confidential and will NOT be released to anyone else.
- **What if my cell phone number changes?** You must update your cell phone number by going to the GC ALERT link on the Georgia College website.
- **Will the GC ALERT system cover the other Georgia College locations in Macon and Warner Robbins?** Yes, all students, faculty and staff can receive emergency messages, regardless of their location.
- **Can my family sign up for GC ALERT?** At this point GC ALERT is only designed to reach students, faculty and staff.

- **What kinds of messages will I get through GC ALERT?** We will only send you a message in the event of a severe weather warning, a campus emergency or an emergency campus closing or other emergencies with which we believe your wellbeing is in danger. The system WILL NOT be used for routine communications.

**Internet:**

- When an incident occurs, University Communication posts updates of the situation Georgia College web pages. [www.gcsu.edu](http://www.gcsu.edu)

**E-Mail:**

- E-mails are sent to the [emergency\\_list@gcsu.edu](mailto:emergency_list@gcsu.edu) for the purpose of forewarning of impending danger. All who have a Georgia College e-mail account should receive these messages. If, for whatever reason you do not, please contact Web Enabled Resources.

**Outdoor Emergency Alert Siren System:**

- This system is designed to alert the University Community of emergencies through sirens and prescript messages. These emergencies include, Armed Assailants, Tornado Warnings, Chemical Spills, and other severe incidents with which immediate forewarning is required. For more information, please log onto <http://www.gcsu.edu/emergency/ews.htm>

**Campus Cable Emergency Alert System (EAS)**

- The Campus Cable EAS is capable of sending emergency messages directly to any cable channel on Georgia College's Milledgeville campus. This system is synced directly to the National Weather Service and will automatically send both a visual and audible message to forewarn of severe weather.

**FM 88.3 and FM 88.9 Campus Radio**

- Georgia College owns and operates two radio frequencies, FM 88.3 and FM 88.9. Both of these stations are synced with the National Weather Service and will automatically send messages to forewarn of severe weather. This system will not be used in the event of any other specific emergency on campus.

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## UNIVERSITY POLICE

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### **What should I know about University Police?**

Georgia College Police Department provides a full range of police and ministerial services 24-hours a day, seven days a week on the Milledgeville Campus. On the Macon campus, an officer is assigned on patrol whenever school is in session and has agreements with the Macon Police Department.

### **What should I know about reporting a crime?**

If you are a victim of a crime or witness a crime taking place, report the incident and/or any suspicious person immediately to the University Police Department. Provide as much information as possible including:

- Nature of the incident
- Whether the incident is in progress
- Location of the incident
- Description of suspect(s) involved
- Is the suspect armed?
- Description of any vehicle involved
- Follow the communication officers instructions and stay on the line until an officer arrives and, if possible protect the crime scene

### **Contact University Police or Local Police 911**

**University Police (Milledgeville)**

**(478) 445-4400**

**University Police (Macon)**

**(478) 414-6979**

### **What services are provided by University Police?**

- Vehicle patrol
- Bicycle patrol
- Criminal investigations
- Crime prevention
- Vehicle unlocking
- Vehicle battery jump
- Safety escorts

More information can be found at [www.gcsu.edu/publicsafety](http://www.gcsu.edu/publicsafety)

### **What safety tips are good to know?**

- Walk to your vehicle in pairs or in a group
- Vary your routine; use a different route, different times
- Follow a well-lit pathway or roadway
- Be aware of your surrounding. Watch for suspicious people or activities

- Be aware of the locations of all Emergency Call Boxes on campus. Use them if you are concerned or feel your safety is in jeopardy
- When you enter your vehicle, lock all the doors and turn on your headlights. This will allow you to see anyone outside in the dark
- If you are unfamiliar with the parking lot, drive through it and check it first. If you don't feel safe, go elsewhere and wait for someone else to arrive
- Have your keys in your hand so that you don't have to search for them when you reach your vehicle
- When you know that you will be returning to your vehicle late at night, try to pick a well-lit area
- Before getting into your vehicle, visually inspect the interior for anything suspicious
- Report any safety concerns to the University Police Department
- Do not offer rides to strangers
- If you suspect that someone is following you, drive to the nearest open public place, to the University Police or local police department

### **S.N.A.P. Student Night Auxiliary Patrol**

#### **Overview**

The Georgia College Police Department in partnership with the Georgia College Student Government Association is pleased to offer the university community the SNAP Program, Student Night Auxiliary Patrol. The program provides safety escorts to the university community during the evenings and at night. Anyone who is on or within the immediate proximity of the Georgia College campus is encouraged to call the Georgia College Department of Public Safety at **(478) 445-SNAP (7627)** and ask for a safety escort if you will be walking within the downtown area. The service is FREE of charge and will be available most weeknights. Please feel free to call and ask for more details!

#### **Geographical Limits**

Escorts will be provided to and from all Georgia College property in Milledgeville with the exception of *The Village* at West Campus and Lake Laurel. Escorts will not go west of Irwin St., north of Thomas St., east of Wayne St., or south of Franklin St.

For hours of operation and other information, please log onto <http://www.gcsu.edu/publicsafety/snap.htm>

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## **EMERGENCY EVACUATION PROCEDURES**

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### **What conditions may warrant evacuation of a building?**

Fire, Bomb Threat, Hazardous Materials Spill, Hostile Intruder, Utility Failure, etc.

### **What should I know about the building evacuation plan?**

- KNOW the evacuation plan of the building and where to find it. (consult building manager)
- KNOW the location of all exits for the building
- KNOW the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc)
- KNOW the location of the assembly area outside the building
- ASSIST and participate in fire drills

### **What should I do in if the fire alarm has not already been activated due to smoke, heat or fire, or there is no evidence of fire or explosion threat in the building, but I discover an event or condition that may warrant building evacuations?**

- NOTIFY University Police
- Activate the fire alarm
- INFORM the building manager of the event or conditions if possible

### **What should I do when I hear a fire alarm, or get an order to evacuate without an activated alarm?**

1. TURN OFF ALL HAZARDOUS EXPERIMENTS or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc.
2. EVACUATE the building using the nearest exit or stairway. DO NOT USE ELEVATORS
3. Call University Police from a safe area and provide your name, location, and nature of emergency
4. PROCEED to a pre-determined assembly area of building and **remain there** until you are told to re-enter by the emergency personnel in charge
5. DO NOT IMPEDE access of emergency personnel to the area
6. INFORM the building manager or emergency personnel of the event, conditions, and location of individuals who require assistance and have not been evacuated

### **What should I do to initiate a fire alarm to evacuate a building?**

- **ACTIVATE FIRE ALARM SYSTEM LOCATED ALONG EXIT ROUTES**

## **Individuals Requiring Assistance**

### **What should I know as an individual requiring assistance?**

It is recommended that individuals requiring assistance prepare for emergencies ahead of time by:

- LEARN the locations of exit corridors and exit stairways

- PLAN an escape route
- SHOW a co-worker or instructor how to assist you in case of emergency

**What should I do, as an individual requiring assistance, during a building evacuation?**

- SEEK REFUGE near the closest stairway and request assistance from others

**What should I know in order to help individuals requiring assistance?**

- BE FAMILIAR with the people requiring assistance who are routinely in your work area
- TO REDUCE THE RISK OF PERSONAL INJURY, attempts to carry immobilized persons are discouraged. Wherever stairs are part of the evacuation route, the following procedures are to be applied:

BLIND, BUT MOBILE PERSONS, should first be moved out of the rush of traffic, and then promptly assisted to the nearest exit

DEAF, BUT MOBILE PERSONS, may be unaware of the need to evacuate, and should be calmly advised and guided to the nearest available exit

TEMPORARILY IMMOBILIZED PERSONS, including those wearing casts and/or using canes or crutches, should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs. If they cannot easily move up and down stairs, temporarily immobilized persons must be assisted in the same manner as those who are permanently impaired (see below)

PERMANENTLY IMMOBILIZED PERSONS are those who have either limited or no use of legs, and must rely upon crutches, wheelchairs, or walkers for transport in and through buildings.

**What should I do to help individuals requiring assistance?**

- MOVE THE PHYSICALLY IMPAIRED person quickly to reasonable safety, preferably to an enclosed room or space that smoke or flames cannot easily enter as soon as a fire alarm sounds or the order to evacuate is received by emergency or building safety personnel. ELEVATORS CANNOT BE USED

ACCOMPANY this by a verbal explanation so as that the person being assisted understands what is happening and why these actions are being taken

- CONTACT CAMPUS POLICE immediately if a telephone is available, and provide the following:
  - The individuals name and location within the building
  - The phone number from which the call is being made

If left alone, the disabled person may want to remain on the phone with Campus Police

- IF AVAILABLE, A COMPANION, OR OTHER RESPONSIBLE PERSON may stand by to remain with and assist the physically-challenged individual
- INFORM the Building Manager or emergency personnel of the exact location of the immobilized person

If it becomes necessary for removal from the building, trained, equipped, emergency personnel will then carry out the removal

**What if the whole campus needs to be evacuated?**

Evacuation of all or part of the campus grounds will be decided by the President and announced by University Police. All persons are to immediately vacate the area in question and move to another part of the campus grounds or local assembly area or shelter as directed. Building representatives are responsible for aiding disabled persons.

**What do I do when I have evacuated the building?**

Stay in the designated assembly area until an accurate headcount is taken and permission to return to the building is given.

**Will I receive evacuation a notification?**

There are situation where we would use both our Outdoor Emergency Warning Siren System and GC ALERT as a means of evacuation. If this occurs, follow the instructions given by the message and alert others in your area to evacuate the building

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## SEEKING SHELTER

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### When would I need to seek shelter?

A hazardous material release, dangerous person/hostile intruder in the area, severe weather that makes travel or being outdoors dangerous, or when there is not enough safety to evacuate.

### What should I know about seeking shelter?

- The basic concept is to get out of harms way through a means of creating a barrier between you and the danger, while still maintaining safety and communication.
- The best room in a building to use for seeking shelter is an interior room with as few windows as possible. The lowest portion of the building should be used in a tornado warning.

### What should I do to safely seek shelter?

- **In General:**
  - GO inside as quickly as possible or
  - PROCEED to an interior room, if already indoors.
  - CLOSE all doors and windows
  - LOCK all windows and close all blinds and shades *if there is time*
  - LOCK doors if advised to do so
  - DO NOT use gas stoves, candles, or other fire sources due to the dangers of carbon monoxide and creating a fire hazard
  - USE the phone only for emergencies
- **If the emergency is a hazardous material spill or gas release:**
  - STAY low and away from windows, in high winds
  - BRING a disaster kit into the room
  - TURN OFF air conditioners, furnaces, and fans, *if possible*
  - SEAL all windows, doors and air vents with plastic sheeting and duct tape, if possible or
  - IMPROVISE and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination
  - TURN ON a TV or radio so you can hear emergency messages
- **If the emergency is a dangerous person or hostile intruder**
  - See the criminal or violent behavior section P. 31-32
- **If the emergency is severe weather:**
  - See Severe Weather section P. 17-19

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## **EARTHQUAKE**

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**During an earthquake, remain calm and quickly follow the steps outlined below:**

- If **INDOORS**, seek refuge in a doorway, under a desk, or table. Stay away from glass windows, shelves, and heavy equipment.
- If **OUTDOORS**, move quickly away from buildings, utility poles, and other structures.
  - **CAUTION:** Always avoid power or utility lines as they may be energized
- If **IN AN AUTOMOBILE**, stop in the safest place available, preferably away from power lines, trees, and structures. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary, call University Police at (478) 445-4400. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to Plant Operations at (478) 445-4467.
- If an emergency exists, activate the building alarm if there is not a gas leak and call University Police at (478) 445-4400

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## **EXPLOSION**

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**In the event of an explosion on campus, take the following action:**

- Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify University Police at (478) 445-4400. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm.
  - **REPORT THE EMERGENCY TO UNIVERSITY POLICE BY TELEPHONE OR BY EMERGENCY BOX.**
- When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly to the nearest marked exit and ask others to do the same.
- **ASSIST DISABLED PERSONS IN EXITING THE BUILDING! DO NOT USE THE ELEVATORS IN CASE OF FIRE OR SUDDEN POWER OUTAGE. DO NOT PANIC OR CREATE PANIC IN OTHERS**
- 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. If requested assist emergency crews as necessary
- A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.

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## **FIRE**

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All incidents of unintentional / non-control burn fires will be reported to University Police immediately whether the response of the Fire Department is required or not. All Department heads, building managers, and supervisors will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exits and windows (if applicable). Do not use elevators in the event of fire.

### **What should I do if I discover a fire?**

- **ACTIVATE THE FIRE ALARM SYSTEM** by pulling one of the pull stations that are located along the exit routes, **IF** the alarm is not already sounding.
- **FOLLOW YOUR EVACUATION ROUTE** and evacuate the building through the nearest exit **if the alarm is sounding**. **DO NOT USE ELEVATORS**
- **PROCEED** to the pre-determined outdoor assembly area for the building
  - The building manager can assist in explaining where the assembly area is
- **CALL** University Police to report the fire
- **REMAIN OUTSIDE** in the assembly area until you have been told to re-enter the building by the emergency personnel in charge

### **What do I need to know about portable fire extinguishers?**

- Portable fire extinguishers are installed in every building
- Familiarize yourself with the locations of the fire extinguishers and receive hands-on training.
  - EPOS will assist departments who request training for fire extinguishers
- ABC fire extinguishers are used to fight Class “A”, “B” and “C” fires:
  - Class A: Fires caused by ordinary combustibles such as wood, paper or textiles
  - Class B: Fires caused by flammable and combustible liquids such as cooking oil, gasoline and other solvents
  - Class C: Fires caused by electrically-energized equipment or appliances

### **When should I use a portable fire extinguisher?**

Attempt to use fire extinguishers **ONLY** if the following apply:

- The fire is small and can be contained safely with a fire extinguisher
- The exit is clear and there is no imminent peril
- The proper extinguisher is readily available

### **How do I use a fire extinguisher?**

To operate your extinguisher, remember the word **PASS**

- **P -pull the pin**
- **A -aim low**
- **S – squeeze**
- **S – sweep**

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# SEVERE WEATHER EMERGENCIES

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## Tornados

*EPOS will monitor the National Weather Service and will initiate notifications via Outdoor Emergency Warning Sirens, GC ALERT, and E-mail when severe weather bulletins are issued for the immediate area.*

### **What should I know about tornado?**

- Georgia has two tornado seasons, one in the Spring and one in Fall.
- Land falling tropical storms and hurricanes also generate tornados
- Tornados can last from a few seconds to more than an hour
- The path can be from 24 yards to over a mile
- The Fuita Scale (F-Scale) is used to measure wind speed which is derived from actual damage caused by the storm

### **What is a tornado watch?**

The National Weather Service issues a tornado watch when conditions are favorable for the development of tornados.

### **What should I do during a tornado watch?**

When a tornado watch is issued by the National Weather Service, EPOS will send an email to the emergency\_notice email list to notify the University community of the situation.

- CONTINUE normal activities, but have a safety plan in mind, and be ready to implement it if the warning is issued.
- Those on the “High Alert” system should keep their phone on at all times until the watch is lifted

### **What is a tornado warning?**

The National Weather Service issues a tornado warning when a tornado has been detected or sighted. The warning will tell you the location and movement of the severe weather along with an estimated time of expiration.

### **What should I do during a tornado warning?**

When a tornado warning is issued by the National Weather Service, EPOS will send an alert via the Outdoor Emergency Warning Siren System and GC ALERT to alert the University community.

**TAKE COVER:** Instruct students, employees and others in the immediate area to find a wall near the interior of the building, on the lowest level of the building, away from windows and exterior doors. Individuals should curl up in a “ball” or fetal position near the wall, place their heads over their head and remain in that position until the severe weather passes. If outdoors, with no shelter available, lie flat in a nearby ditch and shield the head with arms. For a LAST resort, you should consider using a vehicle as a shelter.

DO not get into the vehicle, but rather crawl under the vehicle and shield your head with your arms.

## **Thunderstorms, Lightning, Flooding**

### **What should I know about thunderstorms?**

- Thunderstorms are a normal occurrence for central Georgia and often develop with little warning
- These storms are capable of producing large amounts of rain in short periods of time along with lots of lightning
- Hazards to prepare for are wind, lightning, and flash flooding

### **What should I do during a thunderstorm?**

- SEEK shelter and avoid driving if the conditions are too dangerous to do so
- AVOID windows
- MONITOR the National Weather Service and campus E-mail for severe thunderstorm warnings and/or tornado warnings.

### **What should I know about lightning?**

- Lightning kills more people annually than all other weather hazards combined
- Lightning strikes usually occur close to the rain area and are negatively charged
- The most dangerous lightning is the positively charged ground strike that can occur many miles from the rain area.
- If you can hear thunder you are in danger of getting struck by lightning

### **What should I do when I see lightning?**

- SEEK SHELTER in a fully enclosed building or car
- STAY AWAY from doors, windows and electrical appliances
- STAY OFF the phone
- AVOID water, high ground, open spaces, metal objects and contact with other people, if outdoors

### **What should I know about outdoor flooding?**

- Flash flooding occurs quickly and often without warning
- If the area is flooded, do not attempt to drive across
- Stay away from downed power lines

### **What should I know about indoor flooding?**

- If indoor flooding is detected, call University Police immediately
- Unplug all electronics and stay out of the water
- Warn others to stay out of the water as well

## **Hurricanes and Tropical Storms**

### **What should I know about hurricanes and tropical storms?**

- Hurricane season starts on June 1<sup>st</sup> and ends November 30<sup>th</sup>
- When a hurricane warning is issued by the National Weather Service, the president or designee may authorize the University to close.
  - Hurricane Warnings and/or closures of the University will be disseminated via GC ALERT, E-Mails, Georgia College websites, and local media outlets.
- These storms are capable of producing lots of rain and often tornados are associated with them

**Tropical Depression** – an organized system of thunderstorms with a defined circulation and top sustained winds of less then 39 MPH

**Tropical storm** – an organized system of thunderstorms with a defined circulation and top sustained winds between 39-74 MPH

**Tropical storm watch** – conditions are possible in the specified area of the watch within 36 hours

**Tropical storm warning** – conditions are expected in the affected area within 24 hours

**Hurricane** – an intense tropical weather system with a well-defined circulation and sustained wind speed of 74 MPH or higher

**Hurricane watch** – conditions are possible within the specified area within 36 hours

**Hurricane warning** – conditions are expected in the specified area within 24 hours

### **What should I do to prepare for Hurricanes and Tropical Storms?**

- MONITOR news and weather reports
- HAVE emergency supplies available in the event of utility failure
- CREATE a buddy system with a friend

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## UTILITY FAILURE

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*In the event of an electrical or plumbing failure, flooding, water leak, natural gas or propane leak call University Police at (478) 445-4400. University Police will contact Plant Operations and other appropriate authorities.*

**What should I do if the utility failure causes or has caused the potential to cause serious danger to persons or property?**

- NOTIFY the University Police
- EVACUATE the building
- NOTIFY the building manager and others in the immediate area as you are exiting the building

**What should I do if the buildings power is turned off and the building is not equipped with a generator or emergency lighting?**

- When the electricity is turned off in a building, smoke detectors and fire alert systems no longer function. Those buildings with generators are equipped to have egress lighting and should be evacuated
- NOTIFY your Emergency Building Manager
- Wait for instructions of what to do

**What should I do if I smell propane or natural gas?**

- LEAVE the area immediately
- KEEP others out of area
- NOTIFY University Police
- EVACUATE the building
- DO NOT PULL THE FIRE ALARM!
- NOTIFY the building manager and others as you are exiting the building

If the utility failure is wide spread University Police, EPOS, or other University administrators may order the building or area evacuated until the problem has been corrected.

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## Medical Emergency

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*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 University Police at 445-4400. If in the event of an emergency you are not able to remember this number, call 911. These procedures must be followed:*

### **What do I do if there is a medical emergency occurring or one has occurred?**

- Call the University Police at 445-4400
- Provide 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 as well

### **Why should I call University Police instead of 911?**

- 911 is still a feasible method with which to dispatch emergency personnel but we recommend you call University Police at (478) 445-4400. Our University Police dispatchers are trained to dispatch EMS and Fire to the scene of a medical emergency. They also know the exact location of your emergency while on campus and can direct emergency personnel quicker.



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## **SNOW and ICE**

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*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:*

**What should I know about Snow and Ice?**

Snow and Ice storms typically come with some warning. EPOS will monitor the National Weather Service and Georgia Department of Transportation for changing conditions. If the GDOT issues a travel warning for drivers to stay off the roadways, we will consult with the University President for campus closure.

**How will I be notified of a campus closure?**

Georgia College will use GC ALERT, E-Mail notifications, Website notifications, and the local media to announce a campus closure.

**If I am a campus resident, will I need to go get food?**

Georgia College has partnered with SODEXO to provide food during emergency situations including snow and ice storms. Those residing on main campus may eat at The Max while those at West Campus may eat at Sandella's.

**Will there be transportation from West Campus to Main Campus?**

We may cease transportation via buses during a snow or ice storm depending on the conditions. We recommend all residents to refrain from driving on the roadways if at all possible. Updates of transportation will be disseminated via campus websites.

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## **CHEMICAL OR RADIATION SPILL**

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

### **What are hazardous materials?**

Hazardous materials are chemicals, products, and agents that can cause harm to humans or the environment when handled improperly.

### **What should I do if there is a small spill in the area and personnel trained in Hazardous Material clean up and appropriate spill kits are available?**

- EVACUATE the immediate area, or the entire building if necessary
- KEEP others out of the area
- ASSIST others to safety
- **CALL University Police immediately**

### **What should I do if there is a large spill in the area, or there is a small spill where personnel trained in hazardous material clean up or an appropriate spill kit is not available?**

- EVACUATE the entire building
- KEEP others outside of the area
- ASSIST others to safety
- **CALL University Police immediately**
  - University Police will call EPOS and Baldwin County Fire Department
- NOTIFY the building manager
- STAY put outside the building as decontamination may be necessary

### **What information do I need to have readily available when reporting a spill?**

- Your name and location of the incident
- Details of the incident including:
  - Type of incident, liquid spill, gas leak, biohazardous material, etc.
  - Type and quantity of hazardous material involved, if known
  - Type of exposure to personnel, skin or eye contact, inhalation etc.
  - Extent of injuries or damage, if any

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## BOMB THREAT

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### What should I know about bomb threats?

Bomb threats can be classified into two categories:

- **The Hoax Caller:** These threats are generally motivated to create an atmosphere of panic and chaos. Generally, the motive of these callers are to disrupt the normal activities and operations at the location where the explosive device is alleged to be placed
- **The Credible Caller:** This caller believes that an explosive device has been or will be placed, and he or she wants to warn of the threat to minimize personal injuries or property damage. The caller may be the person placing the bomb or someone who has become aware of information they believe to be credible.

### What methods can I receive a bomb threat?

Most of the time, bomb threats occur over the phone, however these threats can also be made via letters, e-mail, and suspicious packages.

- **The Phone Threat:** telephone bomb threats are the most common. A person receiving a bomb threat by phone **SHOULD NOT** disconnect the caller. Keep the caller on the phone as long as possible and get as much information as possible. Once the call is finished report the call and information to University Police
  - **Information you should obtain:**
    - **When** will the bomb explode?
    - **Where** is the bomb located?
    - **What** kind of bomb is it?
    - **Who** is (are) the targets?
    - **Who** is the caller and how can he or she be reached?
    - **Why** was the bomb placed there?
- **The Letter Threat:** Bomb threats can be received via letter or in another form or writing. If you receive this correspondence, keep all materials and contact University Police immediately. The person opening the letter should handle the document as little as possible
- **The E-Mail Threat:** E-mail is becoming a more and more frequent source of harassing communication. Although e-mail is not very private, experienced persons can create e-mail accounts under fictitious names and use public computers to send threats. A person receiving a bomb threat via e-mail should contact University Police immediately. Do not delete the message.
- **The Suspicious Package, Letter or Other Item:** Any unusual object or even a strange vehicle should be immediately reported to University Police. See Suspicious Package section

## What do I do if I receive a bomb threat?

- Keep calm and keep the caller on the line as long as possible. Ask the caller to repeat the message. Record as much of the spoken words made by the person making the call as possible.
- Ask the caller for the exact location and time of possible detonation (if this information was not provided).
- Pay particular attention for any strange or peculiar noises, such as, motors running, background music and type of music, and any other noises, which might give even a remote clue as to the place from which, the call is being made.
- Listen closely to the voice (male or female), quality of the voice (calm or excited), accents and speech impediments. **DO NOT HANG UP THE PHONE UNTIL THE CALLER HAS DISCONNECTED.**
- Call University Police at (478) 445-4400 immediately when the call has been completed, giving as much information as possible. University Police will call EPOS to immediately disseminate the information to the University Community
- If the bomb threat is directed to your building, notify the Dean or other appropriate directors and proceed with an orderly evacuation of all building occupants.
- Assemble at an assembly area away from the building or other location as directed by University Police
- Preserve any written, electronic or recorded communications related to the bomb threat for investigation by University Police.

*Complete the "Bomb Threat Check List" immediately  
(Form follows this Section)*

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## BOMB THREAT "CHECK LIST"

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**Questions to ask:**

- |                                       |                            |
|---------------------------------------|----------------------------|
| 1. When is the bomb going to explode? | 6. Did you place the bomb? |
| 2. Where is it right now?             | 7. Why?                    |
| 3. What does it look like?            | 8. What is your address?   |
| 4. What kind of bomb is it?           | 9. What is your name?      |
| 5. What will cause it to explode?     |                            |

**Exact wording of the threat:**

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Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call is received: \_\_\_\_\_ Time: \_\_\_\_\_

**Caller's Voice**

_____ Calm	_____ Nasal	_____ Angry	_____ Stutter	_____ Excited
_____ Lisp	_____ Slow	_____ Raspy	_____ Soft	_____ Deep
_____ Loud	_____ Ragged	_____ Laughter	_____ Familiar	_____ Clearing throat
_____ Accent	_____ Crying	_____ Slurred	_____ Cracking voice	_____ Disguised
_____ Normal	_____ Distinct	_____ Whispered		

If voice is familiar, who did it sound like?

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**Background sounds:**

_____ Street	_____ Animal noises	_____ Voices	_____ PA system	_____ Music
_____ House	_____ Motor	_____ Office machinery	_____ Factory machinery noises	
_____ Disguised	_____ Clear	_____ Static	_____ Local	_____ Long Distance
_____ Booth	Other _____			

**Threat language:**

_____ Well spoken (educated)	_____ Foul	_____ Irrational	_____ Incoherent
_____ Taped	_____ Message read by threat maker		

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone number: \_\_\_\_\_

*Note: This report should be given only to the representative of the Department of Public Safety who will interview the person completing the form.*

**After the conversation, call University Police IMMEDIATELY and follow the instructions of the Communications officer.**

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# SUSPICIOUS PACKAGES AND LETTERS

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## 1. Characteristics of Suspicious packages

Mail and package delivery to each department should be screened for suspicious letters and/or packages. Some common features of threat letters/packages include the following, but the presence of one or more of these elements does not always mean that the package is suspicious. In the final analysis, this evaluation depends upon the judgment of the individual screening the mail.

### Potential Elements of Suspicion:

- 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

## 2. Do Not Open or Handle

Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary. If there is nothing leaking from the suspicious item leave it alone and CALL UNIVERSITY POLICE AT (478) 445-4400. Keep others away from the area.

## 3. Letter or Package Claiming Contamination

If you open a letter/package with information that claims to have contaminated you, but there is no substance seen or felt in the envelope or on the letter, the chances are that you have not been contaminated. CALL UNIVERSITY POLICE AT (478) 445-4400 and tell them exactly what has happened. They will dispatch the appropriate personnel to your location to follow-up on your possible exposure and to document what has taken place. Secure the area until University Police arrive. Do not handle the suspicious item any more and do not let anyone else handle the item.

## 4. Letter or Package with a Foreign Substance

If you open a letter/package that claims to have contaminated you or there is some sort of foreign substance in the envelope or package, place the letter back into the envelope/package and close it back up. The person that opened the envelope/package and anyone who came in contact with the envelope/package or its contents after it was opened

should immediately leave the room and wash their hands with soap and water. Remove any clothing that has the substance on it and place the contaminated clothing in a plastic trash bag. Then wash your hands with soap and water. CALL UNIVERSITY POLICE AT (478) 445-4400 to report the letter and tell the dispatcher you have opened the envelope/package, there is a substance inside, and what you have done up to that point.

#### **5. The Risk will be Evaluated and Further Measures Taken If Necessary**

The University Police and the Milledgeville Fire Department can evaluate the risk to those in the room at the time of potential exposure as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the area involved to normal activity will begin as soon as possible.

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## PSYCHOLOGICAL CRISIS / SUBSTANCE ABUSE

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### What is a psychological crisis?

A psychological crisis exists when an individual is threatening harm to themselves or others, or is out of touch with reality.

### The crisis may be manifested as:

⇒ Paranoia Hallucinations ⇒ Uncontrollable behavior ⇒ Complete withdrawal

**STUDENTS** experiencing a severe psychological crisis should go to the nearest hospital emergency room or contact GCSU Counseling Center, which provides individual and group counseling. Its professionally trained staff seeks to assist students with social, emotional, and academic concerns in a sensitive, caring, and confidential manner. Counseling Services office number is 445-5331. University Police has the emergency numbers to Counseling Services in the event of an after hours emergency.

**FACULTY** experiencing a psychological crisis should go to the nearest hospital emergency room or call their family physician

### PROCEDURES

- Should you come into contact with someone experiencing a psychological crisis, do not attempt to handle the potentially dangerous situation alone.
- Call University Police at (478) 445-4400.
- The safety of the person in crisis and those around him should be of first concern. University Police will work closely with campus counseling professionals when necessary.

**ALL SUICIDE ATTEMPTS AND THREATS WILL BE REPORTED TO  
UNIVERSITY POLICE IMMEDIATELY**

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## **UNIVERSITY SUBSTANCE ABUSE POLICY**

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### **What do I need to know about substance abuse at Georgia College?**

Georgia College is committed to providing a safe and orderly environment for all members of the campus community. To accomplish this goal the University advises all members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on university property. Any violation of this policy and/or state and federal laws regarding drugs may result in prosecution and/or campus disciplinary action.

The use of alcoholic beverages by members of the University community is at all times subject to state laws and the University Alcohol Policy and guidelines. It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to any person less than 21 years of age.

The Department of Housing also provides specific guidelines regarding the use of alcohol and drugs in all residence facilities.

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## **ARMED ASSAILANTS AND SHOOTING INCIDENTS**

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If the situation should arise that someone has entered the campus area and started shooting or has threatened to do so, Georgia College will enter into a lockdown mode. Please note, that these situations are highly unpredictable, and that the following guidelines are based on past experiences. Altering responses may be necessary, depending on the situation.

### **Lockdown Procedures:**

If you are inside a building and you hear gunfire or receive an emergency message signifying a lockdown please follow these steps:

1. Go to the nearest room, office, or closet.
2. Close and lock the door
3. If possible, cover the door or windows
4. Place whatever you can in front of the door to prevent anyone from entering.
5. Place books in the front and back of your shirt to protect against gunfire.
6. Stay quiet and stay out of view
7. DO NOT answer the door
8. If you hear gunfire or have pertinent information to the situation, notify University Police at (478) 445-4400. Do this ONLY if it is reasonably safe to do so.
9. Give the communications officer the following information
  - a. Your name
  - b. Location of the incident (as specific as possible)
  - c. Number of known shooters
  - d. Identification of the shooter
  - e. Type of weapon (handgun, rifle, etc.)
  - f. Your current location
  - g. Location of known victims
10. Stay barricaded inside the room, closet, etc. until your are escorted out by an emergency official or given an "all clear" notification message.

If you are outside of a building, run off campus and seek shelter

Police Response
Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter. Early on in the incident medical treatment may be impossible to deliver to victims, because their main goal is stopping the shooter. Try to remain as calm as possible so as not to interfere with police operations. Once the area has been secured, rescue teams will arrive to provide assistance to those injured.

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## **CRIMINAL OR VIOLENT BEHAVIOR**

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**Georgia College is only as safe as the University Community allows it to be. Everyone is asked to assist in making the campus safe by being alert to suspicious situations and promptly reporting them.**

**What should I do if I observe or am a victim of a criminal act or violent behavior, or if I observe suspicious activity or person(s)?**

If you observe a criminal act or are a victim, immediately notify the University Police via phone or emergency call box. The University Police Department building is located at the intersection of Wayne and Montgomery streets and is open 24 hours a day.

**What information do I need to have readily available when reporting?**

- Nature of the incident
- Location of the incident
- Description of the person or persons involved
- Description of property involved

**What do I need to do after reporting the suspicious activity, criminal act or violent behavior?**

- If possible, stay on the phone as long as possible with the communications officer and keep a visual on the suspect
- When the officers arrive, assist them by supplying them with all additional information

**What do I need to do if there is gunfire or explosives discharged on campus grounds?**

- See armed assailant and shooting incident P. 31

### **Hostage Situations**

**What should I do if I am taken hostage?**

- Be patient. Time is on your side. Avoid drastic actions
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and be cooperative. Do not make mistakes which could endanger your well-being
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes, and obey all commands. Don't speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Remain calm and avoid speculation. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory
- Be prepared to answer the police on the phone. Be patient and wait. Attempt to establish a rapport with the captor.

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## SEXUAL ASSAULT / HARASSMENT

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### **What should I know about sexual assault?**

Sexual violence affects every aspect of a person's life – his or her body, emotions thoughts, behaviors, spirituality, and relationships with family, friends and the outside world. Sexual violence is never the victims fault and statistics show most of the victims knew their attacker. Sexual violence committed by a total stranger happens, but not nearly as frequently as by acquaintance. If you have been a victim of sexual violence, there are a number of options available to you.

### **What should I do if I am a victim of sexual assault?**

- Immediately CONTACT University Police
- CONTACT a nearby relative or friend for support and assistance

After contacting the police, you should remain calm to avoid destroying or contaminating any available evidence. It is best not to bathe, shower, brush your teeth, urinate, defecate, douche, change clothing or bedding, where evidence may be found. Clothing may be kept as evidence.

If you choose not to contact the police, it is still important to take care of yourself. You may consider making an appointment with a physician or the Student Health Center to be screened for sexually transmitted diseases and pregnancy.

### **What should I know about sexual harassment?**

GCSU has a policy that prohibits sexual harassment in any form.

Sexual harassment is defined as: **Unwelcome sexual advances, requests for sexual favors, or other communication or physical conduct of a sexual nature** when:

- Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to such conduct or request is made either explicitly or implicitly a term or condition of academic achievement; or
- Submission to or rejection of such conduct or request by an individual is used as the basis for an employment or academic decision affecting such individuals; or
- Such conduct or request unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working or learning.

# DEPARTMENTAL EMERGENCY CONTACT NUMBERS

NAME	OFFICE	HOME	BB/CELL	PAGER/CELL
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