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## NATURAL CAUSES

Natural disasters can create emergency conditions that vary widely in scope, urgency, and degree of damage and destruction. Weather conditions can deteriorate rapidly and without warning. Always pay close attention to weather conditions via the internet, radio, and/or through personal observation and be prepared to act without notification.

As a severe weather condition approaches South Georgia State College, Campus Police (D) and Physical Plant will monitor the National Weather Service radio and other weather information outlets, as much as practicable, for potential severe weather reports. This information will be transmitted via South Georgia State College's Emergency Notification System to allow the maximum amount of time to prepare for safety and property damage control and to make decisions effecting the operation of the College.

However, severe or hazardous weather conditions can develop in seconds and may not allow for formal means of communication.

In the event that weather is immediately threatening,

1. Do not leave the building or initiate building evacuation unless there is a fire.
2. Save computer information. Unplug all personal computers, and other equipment.
3. Close and lock windows. Curtains should be fully drawn.
4. Remove pictures from walls.
5. Find a wall near the interior of the building. Stay away from windows and exterior doors.
6. Take cover under desks or tables, if possible.
7. Crouch in a fetal position near the wall, with hands over head until the weather passes.

When severe weather strikes, power may be disrupted, causing alarms to sound. If fire is not immediately present and a clear exit is maintained, everyone should remain in place until the weather passes.

The following is a list of many types of Natural Causes Emergencies that can be experienced in our area:

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## EARTHQUAKE

...A series of vibrations in the Earth's crust.

During an earthquake, remain calm and quickly take the following actions:

### **IF INDOORS:**

- DROP, COVER and HOLD: Drop to the ground; take cover in a doorway or under a sturdy desk or table; and hold on until the shaking stops. If there isn't a table or desk nearby, cover face and head with arms and crouch in an inside corner of the building.
- Stay away from glass windows, shelves, and other heavy objects or equipment.

### **IF OUTDOORS:**

- Move quickly away from buildings, utility poles, and other structures and then drop to the ground.
- CAUTION: Always avoid power or utility lines as they may be energized!
- Know your assembly points!

### **IF IN AN AUTOMOBILE:**

- Pull over to the side of the road as quickly and safely as possible. Avoid stopping near or under buildings, trees, overpasses, or utility wires.
- Stay in the vehicle. Set the parking brake and listen to the radio for information.
- When the earthquake is over, proceed cautiously, and avoid bridges, ramps, overpasses and roads that may have been damaged.

### **IF, IN THE AFTERMATH OF AN EARTHQUAKE, A SUBSEQUENT EMERGENCY SITUATION EXISTS:**

- Protect yourself at all times, and be prepared for aftershocks.
- If emergency assistance is needed, request Law Enforcement personnel.

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## EXTREME HEAT

....A heat wave is an extended period of extreme heat, and is often accompanied by high humidity. These conditions can be dangerous and even life-threatening for those who don't take the proper precautions.

Heat kills by pushing the human body beyond its limits. In extreme heat and high humidity, evaporation is slowed, and the body must work extra hard to maintain a normal temperature. Most heat disorders occur because the victim has been overexposed to heat or has over-exercised for his or her age and physical condition. Listen to local weather forecasts, and stay aware of upcoming temperature changes.

### **IN GENERAL:**

- Stay indoors as much as possible and limit exposure to the sun.
- Eat well-balanced, light, and regular meals.
- Drink plenty of water, even if you do not feel thirsty. Avoid drinks with caffeine. Limit intake of alcoholic beverages.
- Avoid extreme temperature changes.
- Postpone outdoor games and activities.

**IF OUTDOORS:**

- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much skin as possible. Avoid dark colors because they absorb the sun's rays.
  - Protect face and head by wearing a wide-brimmed hat.
  - Avoid strenuous work during the warmest part of the day. Take frequent breaks if you must work.
  - Consider spending the warmest part of the day in buildings such as libraries, schools, theaters, shopping malls, and other community facilities. Circulating air can cool the body by increasing the evaporation rate of perspiration.
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**FLASH FLOOD**

...Rapid flooding of low-lying areas caused by heavy rain. A warning may be issued when a flash flood is imminent; take necessary precautions immediately.

The most common type of flooding event is overland flooding and typically occurs when waterways such as rivers or streams overflow their banks and cause flooding in surrounding areas. Be aware that flash flooding can occur within a few minutes or hours of excessive rainfall, a dam failure, or a sudden release of water. If there is any possibility of a flash flood, move immediately to higher ground. Listen for local warnings and information.

**IF INDOORS:**

- Turn off utilities. Disconnect electrical devices. Do not touch electrical equipment if standing in water.

**IF OUTDOORS:**

- Be aware of streams, drainage channels, and other areas known to flood suddenly. Flash floods can occur in these areas with or without typical warnings.
- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.

**IF IN AN AUTOMOBILE:**

- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely as the vehicle can be swept away quickly.
- If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay on firm ground. Standing water may be electrically charged from underground or downed power lines.
- If barricades have been placed, they are there for your protection. If you come upon a barricade or a flooded road, go another way.

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## HURRICANE

Cyclonic storm system in which winds reach a constant speed of at least 74 mph and may gust up to and over 200 mph. Their heavy bands of spiral clouds may cover an area several hundred miles in diameter and generate torrential rains and tornadoes. As the hurricane moves over the ocean, a highly destructive storm surge up to 30 feet above normal sea level forms and moves onshore as the hurricane eye approaches landfall. The hurricane season begins June 1 and usually ends in November.

Hurricanes are categorized by their sustained winds, with Category 1 being the weakest and Category 5 being the most powerful.

All Atlantic and Gulf of Mexico coastal areas are subject to hurricanes. Hurricanes can cause catastrophic damage to coastlines and several hundred miles inland producing winds exceeding 155 miles per hour, as well as tornadoes and microbursts. Floods and flying debris from the excessive winds are often the deadly and destructive results of these weather events. The hurricane season lasts from June to November, with the peak season from mid-August to late October. Most likely, the South Georgia State College would only experience winds and rains from a hurricane. Follow the procedures for Severe Thunderstorms or Tornadoes in the event the effects are notable this far inland. Be prepared for travel delays as much of the coast would be evacuated.

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## THUNDERSTORM

WATCH - A severe thunderstorm watch means that the potential exists for the development of thunderstorms which may produce large hail or damaging winds. When a watch is issued, you should go about your normal activities, but be alert for further updates and possible warnings.

WARNING - Issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal to or exceeding 58 miles an hour. GEMA recommends issuing a warning when winds exceed 80 mph.

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## TORNADO

One of nature's most destructive forces, a tornado is a violently rotating column of air extending from a super-cell thunderstorm to the ground. Tornadoes can generate wind speeds of up to 318 miles per hour and produce a damage path over a mile in width and fifty miles distance.

WATCH - A tornado watch is issued when the conditions are favorable for the formation of a tornado. Be prepared to take shelter immediately if conditions worsen.

WARNING - May be issued when a tornado has actually been sighted or is being shown on Doppler radar. Danger signs include thunder, lightning, heavy rains, strong winds, hail, roaring noise and a dark spinning funnel from the sky to the ground.

Tornadoes are spawned from powerful thunderstorms and appear as a rotating, funnel-shaped cloud that extends from a thunderstorm clouds to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Tornadoes may develop so rapidly that little, if any, advance warning is possible. Before a tornado strikes, the wind may die and the air may become very still. If a tornado is imminent, you may only have a few minutes to go to safety.

#### **IF INDOORS:**

- Go to a pre-designated shelter area such as a safe room, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table, and use your arms to protect your head and neck.
- Cover face and head with arms and crouch facing the interior wall of the building.
- Immediately evacuate areas without reinforced construction such as auditoriums, gymnasiums, and large rooms with wide free-span roofs.
- Do not open windows.

#### **IF OUTDOORS:**

- If caught in open areas, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ditch.
- Watch out for flying debris as it causes most fatalities and injuries.
- If there is no safe location, immediately get into a vehicle, buckle your seat belt, and try to drive to the closest sturdy shelter.

#### **IF IN AN AUTOMOBILE:**

- If your vehicle is hit by flying debris while you are driving, pull over and park.
- If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands.
- Stay in the car with the seat belt on. Put your head down below the windows; if possible, cover your head with your hands and a blanket, coat, or other cushion.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

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## WINTER STORM ADVISORY

Severe winter storms bring heavy snow, ice, strong winds, and freezing rains. Winter storms can delay or prevent employees and students from reaching the college, leading to a temporary disruption of administrative functions and classes until roads and parking areas can be cleared. Snow and/or ice can also cause structural damage or power outages. During the winter storm season, listen to local forecasts to determine any impact the weather may have on their schedule.

WATCH - A significant amount of winter weather (i.e. snow, heavy sleet, freezing rain) is expected for the area, but is not imminent. Typically gives an advance warning of 12-36 hours.

WARNING - A significant winter storm where hazardous weather is occurring, imminent, or likely posing a threat to life and property.

During a WATCH, normal operations will continue, but employees should monitor weather conditions closely and be prepared to act without warning, if necessary.

In the event of a WARNING, move to the internal emergency assembly areas of the building which are posted in each hallway. Follow instructions and be prepared to take precautionary measures.

### IF OUTDOORS:

- Dress warmly. Wear loose-fitting, layered, lightweight clothing. Layers can be removed to prevent perspiration and chill. Outer garments should be tightly woven and water repellant. Mittens are warmer than gloves because fingers generate warmth when they touch each other.
- Protect your lungs from extremely cold air by covering your mouth when outdoors.
- Avoid overexertion. Cold weather puts an added strain on the heart. Be aware of symptoms of dehydration.

### BE AWARE OF FROSTBITE AND HYPOTHERMIA

Frostbite is a severe reaction to cold exposure that can permanently damage the body. A loss of feeling and a white or pale appearance in fingers, toes, or nose and ear lobes are symptoms of frostbite.

Hypothermia is a condition brought on when the body temperature drops to less than 55 degrees Fahrenheit. Symptoms of hypothermia include uncontrollable shivering, slow speech, memory lapses, stumbling, drowsiness, and exhaustion.

If frostbite or hypothermia is suspected, begin warming the person slowly and seek immediate medical assistance. Warm the person's body first. Arms and legs should be warmed last because stimulation of the limbs can drive cold blood to the heart and lead to heart failure. Put the person in dry clothing, and completely wrap them with a blanket.

Never give a frostbite or hypothermia victim something with caffeine or alcohol in it. Caffeine, a stimulant, can cause the heart to beat faster and hasten the effects that the cold has on the body. Alcohol, a depressant, can slow the heart and hasten the ill effects of cold body temperatures.

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## ACCIDENTAL EVENTS EMERGENCY PREPAREDNESS

Like natural disasters, accidents can create emergency conditions that vary widely in scope, urgency, and degree of damage and destruction. Most accidental events have no warnings as to their occurrence. There are four areas of accidental events:

- Fires (chemical, natural gas, electrical or ordinary structural).
- Hazardous chemical accidents or spills (vapor or liquid)/Transportation accidents (airplane, railroad car, vehicle).
- Explosions (compressed gas, containerized liquid or manmade).
- Prolonged utility outages (gas, electricity, cooling system, water).

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### FIRE

#### FIRE PREVENTION

- Waste must be properly disposed of to prevent the creation of a fire and/or safety hazard.
- Do not overload outlets with multiple outlet cords or multiple plug adapters.
- Keep closets free of old rags, paper or other combustible odds and ends.
- Keep walkways and stairwells free from obstruction at all times.

#### PERSONAL SAFETY PRECAUTIONS

- Know the location of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them.
- Smoke is the greatest danger in a fire. Stay near the floor where the air will be less toxic.
- Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside.

#### IN THE EVENT OF A FIRE

- If a minor fire appears controllable and you know how to operate a fire extinguisher, promptly direct the charge of the fire extinguisher toward the base of the flame with a sweeping motion. Be sure to maintain a means of retreat at your back.
- If the fire does not appear controllable, activate the fire alarm. Call 911 to report the fire. Then, alert Campus Police (D). Give as much information as possible about the fire and its location.
- When the alarm is sounded, evacuate all rooms through the nearest marked exit. Close all doors and windows to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**
- Walk single file on the right side of the hallway or stairwell. Alert others to do the same. **DO NOT USE ELEVATORS!**
- Assist any disabled persons in exiting the building.
- If your clothing catches fire, **STOP, DROP, and ROLL.**
- Fire doors, such as those leading to stairwells, prevent fire and smoke from spreading. Fire doors should be closed at all times. Be sure that fire doors are closed upon exit.
- **DO NOT RETURN FOR VALUABLES!**
- Once outside, move to a clear area at least 1500 feet away from the affected building. Keep streets, fire hydrants, and walkways clear for emergency vehicles.
- Do not return to the affected area or evacuated building unless instructed to do so by the fire department. Stay clear of the emergency area.

## **SHOULD YOU BECOME TRAPPED IN A BUILDING DURING A FIRE**

- If a window is available, place an article of clothing (shirt, coat, towel, etc.), preferably white in color, outside the window as a marker for rescue crews.
- Use towels, sheets, or clothing to seal around doorways. If possible, wet the items before sealing the area.
- If a window is not available, stay near the floor, where the air will be less toxic.
- Tie a wet cloth over nose and mouth to aid breathing.
- Call 911 to advise them of your location. Shout at intervals to alert emergency crews of your location. **DO NOT PANIC.**

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## **HAZARDOUS CHEMICAL SPILLS/TRANSPORTATION ACCIDENTS AND BIOLOGICAL OR NUCLEAR EVENTS**

### **CHEMICAL SPILLS AND HAZARDOUS MATERIALS**

Hazardous materials are any elements, compounds or a combination that is flammable, corrosive, toxic, radioactive, or highly reactive, and that, because of handling, storing, processing, and packaging, may have detrimental effects upon operating and emergency personnel, the public, equipment, and/or the environment. Hazardous materials can cause death, serious injury, long-lasting health effects and damage to buildings, homes and other property.

The Environmental Health and Safety Office is charged with ensuring that all hazardous waste generated at South Georgia State College is handled properly. If a question exists on how waste should be handled, assume it is hazardous and contact the Environmental Health and Safety Office.

Radioactive and hazardous materials are transported throughout the state by nearly every mode of travel. While many of these materials are in common use, accidents or spills present a serious threat to the health and safety of the general public.

Additional information can be located in the Environmental Management Plan located in the Office of the Physical Plant.

### **EMERGENCY SPILL PROCEDURE IF IN IMMEDIATE AREA**

- Refer to the Emergency Response Guidebook, the Environmental Health/Occupational Safety Handbook, and/or the Material Safety Data Sheets (MSDS) for hazardous material incidents. These reference materials are located in Physical Plant and are provided to furnish initial information for your protection and the protection of others.
- Check to see if others are nearby and warn them of the dangers.
- Close off the room or area, if possible, and evacuate the area.
- (D) Notify Campus Police immediately. (W) Notify the Environmental Health and Safety Coordinator, and Waycross E911 requesting the area Hazardous Material Team (HAZMAT).
- When calling, please advise of the following:
  - o Identification of the material.
  - o Approximate quantity.
  - o Location of the incident.
  - o Time of incident.
  - o Any injuries.



### **IF INDOORS AND ASKED TO EVACUATE:**

- Leave immediately.
- Refer to the ERP for information on evacuation routes, assembly points, and procedures.
- Follow the routes recommended by the authorities--shortcuts may not be safe.
- If you have time, minimize contamination by closing all windows, shutting all vents, etc.
- Remember to assist students and visitors who may have special needs.

### **IF INDOORS AND ASKED TO REMAIN INDOORS:**

- If inside the building, remain inside and follow SHELTERING IN PLACE procedures.
- Close and lock all exterior doors and windows. Close vents, and as many interior doors as possible.
- Turn off air conditioners and ventilation systems.
- Go into the pre-selected shelter room. This room should have the fewest openings to the outside.
- Seal gaps under doorways and windows with wet towels or plastic and duct tape. Seal gaps around window and air conditioning units, bathroom, etc. with duct tape and plastic sheeting, wax paper or aluminum wrap.
- If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.

### **IF IN AN AUTOMOBILE:**

- Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.

### **IF OUTDOORS:**

- If outside the building, be aware of the location of the incident and directional movement of the contamination cloud, and evacuate the area, upwind of the incident. Stay upstream, uphill, and upwind!
- In general, try to go at least one-half mile (usually 5-6 city blocks) from the danger area. Move away from the accident scene, and help keep others away.
- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.
- Stay away from **accident** victims until the hazardous material has been identified.

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## **NUCLEAR INCIDENTS**

It is improbable that your first warning of an attack might be a flash of nuclear explosion in the sky some distance away or after a warning while you are en route to a shelter.

### **IF OUTDOORS:**

- If you are outdoors at the time of a nuclear flash and especially if you feel warmth, take cover INSTANTLY in the best place you can find. By taking instant cover within a few seconds, you might avoid being seriously burned by the heat or injured by the blast wave of a nuclear explosion.
- You can take immediate cover in any type of a building, cellar/basement, ditch or culvert alongside the road, highway underpass, under a parked vehicle or a heavy piece of furniture, etc., as some protection is better than none at all. The important thing is to avoid being burned by the heat, thrown about by the blast, or struck by flying objects.
- If you are able to protect yourself against the blast and heat waves by instantly taking cover, you can get protection from the radioactive fallout (which would arrive later) by moving to a suitable fallout shelter.

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## BIOLOGICAL AGENT THREATS

Anthrax organisms can cause infection in the skin, gastrointestinal system, and/or the lungs. Disease can be prevented after exposure with early treatment. Anthrax must be aerosolized into small particles to be effective as a covert agent. If these small particles are inhaled, life-threatening lung infection can occur, but immediate recognition and treatment are effective.

## SUSPICIOUS PACKAGE

Suspicious packages should be reported to law enforcement personnel immediately.

### PROTOCOL FOR SUSPICIOUS LETTERS OR PACKAGES

- Do not shake or empty contents of any suspicious envelope or package.
- Do not transport package to another area or allow others to examine it.
- (D) Alert Campus Police.
- (W) Alert the City of Waycross Police Department by calling 911.
- Leave the area closing any doors behind you. If possible shut off ventilation system.
- Wash hands with soap and water to prevent spreading of infectious material.
- Create a list of persons who were in the room or area when the package was recognized. Give the list to local public health and law enforcement authorities.
- For further information, call the Georgia Division of Public Health Event Information Line, at 1-866-752-3442, (24 hours/day and 7 days/week).

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## EXPLOSIONS

Law enforcement personnel will immediately request appropriate assistance (i.e. FAA if a plane crash, bomb disposal, etc.). The area will be sealed as debris may be possible evidence.

### IF INDOORS:

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave the building quickly, watching for weakened floors and stairways. As you exit the building, be especially watchful of falling debris. Stay low if there is smoke. Do not stop to retrieve personal possessions.
- Assist the handicapped in leaving the building.
- Do not use elevators.
- Check for fire and other hazards.
- Call 911 and give as much information as possible.

### IF TRAPPED INDOORS:

- If you are trapped in debris, use any available light to signal your location.
- Tap on a pipe or wall, so rescuers can hear where you are.
- If possible, use a whistle to signal rescuers. Shout only as a last resort as it may cause one to inhale unsafe amounts of dust.
- Avoid unnecessary movement so you don't kick up dust.
- Cover your nose and mouth with anything you have on hand. Dense-weave cotton material can act as a good filter. Try to breathe through the material.

**IF OUTDOORS:**

- Once you are out, do not stand in front of windows, glass doors or other potentially hazardous areas.
  - Move at least 1500 feet away from the explosion site. Do not block areas to be used by emergency officials or others still exiting the building.
  - Do NOT return to an evacuated building unless cleared to do so by a college official.
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**PROLONGED UTILITY OUTAGES**

Electricity and water utilities are essential to the operation of all campus facilities, and any disruption will require attention from Physical Plant. Prolonged outages in part or all of the campus will negatively affect students and personnel and may result in an emergency situation where classes and operations may be suspended. Outages or interruptions of gas and telecommunications services are not serious and can often be rectified in a short period of time.

There are no warnings for unplanned utility outages and outages usually occur as the result of other disasters such as hurricanes, earthquakes and fires.

**ELECTRICAL OUTAGE**

- Report all electrical outages to Physical Plant. In the case of a complete power outage, the ERT will determine if the ERP should be activated.
- Disconnect all equipment that could be damaged by a power surge before electricity is restored. Turn off lights, appliances, air conditioners and other devices to reduce the power requirements for restoration. Facilities will take action to turn off large electrical equipment at all the facilities on the campus.
- Evacuate the building or facility if safety is an issue.
- Should the power outage affect large sections of the campus or the entire campus and is expected to be of a long duration, campus, classes and operations, except for essential workers, may be suspended.

**WATER OUTAGE**

- Report all water outages or pipe breaks to Physical Plant. Facilities will send their maintenance personnel to investigate the problem and will fix any problem within their capability. Facilities will report major line breaks to the City and coordinate repairs with them.
- Turn off all water faucets. Conserve remaining water resources until restored.

**GAS/LPS OUTAGE**

- Close all outlets, and shut off flames or heat-producing equipment and devices, if a leak may have occurred.
- If the smell of gas is strong, immediately notify all persons in the area and vicinity to evacuate. Always evacuate any area where air exchange is poor if any kind of leak in your building is detected or announced.

**TELECOMMUNICATIONS OUTAGE**

- Should both telephone and computers go down, contact the Office of Information and Technology in person.

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## SOCIETAL CAUSES

1. Violent or Criminal Behavior
  2. On-campus civil disturbance
  3. Hostage situation
  4. Bomb-threat or explosion
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### VIOLENT OR CRIMINAL BEHAVIOR

Violent incidents or acts of criminal behavior can occur on campus grounds or within close proximity with little or no warning. The campus community should be alert for suspicious activity. If a victim of or witness to violent, hostile, or criminal behavior, immediately notify Law Enforcement to report the incident.

#### **IF INDOORS:**

Shelter in Place: Seek immediate shelter and remain there during an emergency rather than evacuate.

- Go to the nearest room or office. Close, lock, and barricade the door using whatever is available: desks, tables, file cabinets, other furniture, books, etc.
- After securing the door, position yourself out of sight and stay behind solid objects away from the door.
- Cover the windows.
- Keep quiet and act as if no one is in the room. Keep others calm and quiet. Silence cell phones.
- DO NOT answer the door.
- Do not sound fire alarms. This may cause others to flee the buildings and put them at risk.
- Stay barricaded until you are escorted out by an emergency official or given an “all clear” notification.

#### **If the offender is in the building:**

- Exit the building immediately if safe to do so. Notify others to exit as well.
- Always consider the risk of exposure posed by opening the door for any reason. The assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area. If there is any doubt about a threat to the safety of the individuals inside the room, the area should remain secured.

#### **If the offender(s) enters your office or classroom:**

- Remain calm. If possible, alert police; if you can't speak, leave the line open. If there is no opportunity for escape, try to negotiate with the offender. Attempting to overpower him should be a last resort.

#### **IF OUTDOORS:**

- Immediately seek protection by putting something between you and the assailant (structure, tree, car, etc).
- If you know where the assailant is and there is a safe escape route available, consider trying to escape.

#### **FLEEING THE AREA:**

- The assailant may not stop until his objectives have been met or until engaged and neutralized
- If you decide to flee, make sure you have an escape route and plan in mind.

#### **EVACUATION:**

When an evacuation of a building is ordered by law enforcement personnel, the evacuation is mandatory and should be done in an orderly and safe manner. All faculty, staff and students are to assemble in areas designated by law enforcement.

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## CIVIL DISTURBANCES/DEMONSTRATIONS

The campus community should report any problems concerning demonstrations, anticipated demonstrations, and the presence of unauthorized persons to Law Enforcement personnel.

Contact law enforcement immediately if you observe:

1. INTERFERENCE with normal operations of the College.
  2. PREVENTION of access to offices, buildings, or other College facilities.
  3. THREAT of physical harm to persons or damage to college facilities.
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## HOSTAGE SITUATION

Anyone who witnesses another person in a hostage situation or forcibly contained in a specific area should avoid interaction with the hostage taker, and immediately notify E911. The initial 45 minutes of a hostage situation are often the most dangerous. Stress, emotions, and physical and mental anxiety are at their highest in the opening minutes of a hostage situation, and it is difficult to predict responses to a given situation.

If taken hostage, make every effort to:

- Try to remain calm.
  - Be polite and cooperative with the captor. Comply with instructions as best you can. Expect the unexpected: severe mood swings, irrational actions, etc.
  - Avoid being argumentative, hostile, or belligerent. Displaying some fear may work to your advantage.
  - Do not speak unless spoken to, and then only when necessary. Don't talk down, complain, or attempt to argue or rationalize with the captor.
  - Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
  - If you must go to the bathroom, need medications, or first aid, ask your captor(s).
  - Do not attempt to escape unless there is an extremely good chance of success and/or survival.
  - Be observant and try to remember as many details as possible. Physical traits, voice patterns, clothing or other details about your captor(s) can help provide a better description later.
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## BOMB THREAT AND EXPLOSIONS

Explosive devices may be detonated in various locations with and without warning. Report any suspicious packages or objects found or received to law enforcement immediately. Additionally, report any bomb threats received via telephone, mail, email, or any other means of communication.

### TELEPHONE THREATS

- **DO NOT** hang up the phone! Remain calm, and keep the caller on the line as long as possible. Ask the caller to repeat the message, and record every word.
- Keep talking to the caller as long as possible and record the following information:
  - o Time of call.
  - o The number dialed by the caller.
  - o Age and sex of caller.
  - o Speech pattern, accent, nationality, etc.
  - o Emotional state of caller.

- Anyone receiving a threat that a bomb is located on the property should attempt to obtain the following information:

- o When is the bomb going to explode?
- o Where is the bomb located? What area?
- o What type of bomb is it?
- o What does the bomb look like?
- o Why did you place the bomb?
- o What is your name?

- Advise the caller that detonation could result in death or serious injury to innocent people.
- Pay particular attention to background noises, such as motors running, music, or any other noises, which may indicate the location from which the call is being made.
- If possible, have more than one person listen in on the call.
- To minimize confusion and panic, keep the call confidential.
- If possible, contact 911 while the caller is still on the phone. Do NOT use cell phones in the vicinity.
- Do NOT attempt to move a suspicious device.
- A decision will then be made as to whether the building or area will be evacuated:

### **Evacuation Ordered**

Faculty and staff should assist in evacuation of the building by ensuring all person(s) leave the area. Individuals evacuating the building will move to a location that is approximately 1,500 feet away from any buildings. You will be directed to the primary evacuation location for your building.

### **Evacuation Not Ordered**

A covert search by the staff may be conducted. All staff will be asked to discreetly check their work areas for any suspicious packages or objects.

### **SUSPICIOUS OBJECT**

If a bomb or suspicious package/object is located or discovered:

- Assume it to be a bomb; DO NOT TOUCH THE ITEM!
- Notify E911.
- An immediate evacuation of the area will be initiated.
- Landline telephones will be utilized to establish an emergency communications center. Neither two-way radios nor cell phones will be used within 1,500 feet of the suspected device!
- Do not reenter the area until cleared to do so by authorized personnel.

### **MAIL THREATS**

If a bomb or bomb threat is received in your area through the mail:

- Do not handle the letter, envelope, or package. "Characteristics of a Suspicious Package" can be found in the addendum section of the EAP.
- Notify E911.
- Evacuate the immediate area.

### **EXPLOSIONS**

In the event of an explosion in any building, staff should take the following actions:

- Take cover under tables, desks, or other such objects that will give protection against flying glass or debris.
  - Notify E911.
  - Give location and as much information about the explosion as possible.
  - Before taking further actions, await any instructions from Law Enforcement.
  - If evacuation is ordered, exit as instructed.
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## **MEDICAL EMERGENCIES**

### **REPORTING THE EMERGENCY**

- Contact 911 and advise the dispatcher that an emergency medical situation exists. Give name, location, and information concerning the emergency.
- Check victim's breathing and pulse. Give CPR if necessary and you are qualified to do so.
- Control victim's bleeding. Apply direct pressure and elevate the wounded limb if no fracture is obvious. If a fracture is suspected, do not move the victim unless necessary.
- Calm and reassure the victim. Protect the victim from disturbance and exposure. If the situation dictates and you are qualified to do so, assist in providing first aid and CPR, as requested.

### **INFECTION CONTROL**

- Everyone should follow the Universal Precautions as described by the Center for Disease Control. Avoid contact with bodily fluids, by means of the wearing of nonporous articles such as medical gloves, goggles, and face shields.
- Utilizing these precautions, assume all patients are infected with HIV and other blood borne pathogens. All body fluids should be treated as hazardous.