



GEORGIA SOUTHERN UNIVERSITY

EMERGENCY RESPONSE PLAN

PRINT BUILDING NAME HERE

REVISION DATE: 06/15/2005

DEPARTMENT INFORMATION

My Direct Supervisor is: _____ Phone: _____

My Building Coordinator is: _____ Phone: _____

My Assembly Point is: _____ Phone: _____

AT MY ASSEMBLY POINT FOR HEADCOUNT, I REPORT TO: _____

OTHER NUMBERS: _____

OUTSIDE ASSEMBLY AREA: _____

INSTRUCTIONS AND CHECKLISTS

In the event of an emergency, select the correct emergency category and follow the checklist in this manual.

After the emergency, write a detailed but concise report of the incident using the **Emergency Incident Reporting Notes (EIRN)** form.

Make a copy of the checklist(s) used and the EIRN form. This is your *Emergency Incident Report Record*.

Send a copy to Environmental Safety Services (ESS).

Be sure to keep the originals for your files.

EMERGENCY TELEPHONE CONTACTS

ALL EMERGENCIES	9-911
GSU Public Safety	681-5234
GSU Environmental Safety	486-7161
GEMA	1-800-TRY-GEMA
Statesboro Police	764-9911
Bulloch County Sheriff	764-8888
Ambulance – EMS	764-6188
Statesboro Fire	764-6154
State Patrol	871-1100
Hospital	486-1000

EMERGENCY INCIDENT REPORTING NOTES

(Send to ESS)

Date: _____ Time: _____

Building: _____

Location: _____

Eyewitness(es): _____

Incident: _____

ACCIDENT, SERIOUS INJURY OR ILLNESS

DEFINITION

Emergency where one may be sick or injured.

Immediate concern is to aid the sick or injured person

STEPS OF ACTION

- Ask the victim if s/he is OK. Check for breathing.
- Get someone to call **9-911** or **681-5234**.
- Administer first aid/CPR to the extent possible and if needed. Stay with the victim until emergency response personnel arrive.
- Contact family members. Have accurate contact information available on all personnel.
- Inform staff as needed.
- Disperse crowd if necessary.
- Complete accident report form and file to document response activities.

HOSTAGE, TERRORIST, OR CRIMINAL BEHAVIOR

DEFINITION

A situation in which an individual threatens life or property.

STEPS OF ACTION

- ❑ Dial Public Safety: **681-5234**
- ❑ Do not attempt to apprehend the perpetrator
- ❑ If possible, secure immediate area to confine the problem
- ❑ Secure the building by locking entrances to the building
- ❑ Await assistance from Public Safety
- ❑ Collaborate with Public Safety

KEY HOSTAGE TIPS

1. Be patient. Avoid drastic action
2. The initial first 45 minutes are the most dangerous. Follow instruction, be alert and stay alive.
3. Don't speak unless spoken to and then only when necessary. Don't attempt to rationalize with the captor.
4. Expect the unexpected (mood swings, irrational actions)
5. Do not make quick or sudden moves

Be observant. The safety of others depend on what you remember about the situation

CHEMICAL, BIOLOGICAL, OR RADIATION RELEASE

Hazardous chemicals are utilized on campus in various locations. Also, tractors, trailers and contractors that may be traveling on campus may have hazardous chemicals that may threaten the environment of the campus in the event of a spill. The following steps will be followed in the event of a chemical or radiation release:

1. Any release of a hazardous chemical, a biological, or a radioactive material must be reported immediately to:
Public Safety Department 681-5234 / Environmental Safety Department 486-7161.
2. When reporting, be specific about the material involved and approximate quantities. Public Safety will initiate the response of appropriate hazardous material response teams to effectively cleanup the release.
3. The key person on site should vacate the affected areas at once and seal them off to prevent further contamination of other areas until the arrival of Public Safety Personnel.

AT NO TIME SHOULD ANYONE RE-ENTER AN AREA THAT HAS ALREADY BEEN EVACUATED.

4. If building evacuation is required, the safety person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the release is located.

LABORATORY EMERGENCY PRE-PLANNING STEPS

Is the lab staff familiar with all the chemicals used in the lab and their associated hazards. Yes No

A CD for MSDS is available for all chemicals in the laboratory. Yes No

MSDS are stored somewhere else on campus. Yes No

Spill supplies are available and of the correct type. Yes No

Laboratory personnel have completed Right-To-Know training annually. Yes No

Special emergency plans are in place for any extremely hazardous chemical. Yes No

Lab signs are posted at the entrance of the labs. Yes No

List of spill supplies:

_____ Pillows. _____ Pads. _____ Oil Dry.

_____ Mini Booms. _____ Chemical Sorbents. _____ Bags.

EARTHQUAKE

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

1. If **INDOORS** seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. If **OUTDOORS** move quickly away from buildings, utility poles, and other structures. **CAUTION:** Always avoid power or utility lines as they may be energized.
3. If in an automobile, stop in the safest place available, preferable away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call Public Safety. Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to Physical Plant. **NOTE:** Gas leaks and power failures create specific hazards.
6. If an emergency exists, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS LOCALLY INSIDE THE BUILDING-YOU MUST REPORT THE EMERGENCY TO PUBLIC SAFETY BY TELEPHONE 681-5234**

UTILITY EMERGENCY

DEFINITION

Electrical power failure, gas line break, water main break, sewer main break, and electrical line break.

ELECTRICAL POWER FAILURE

- ❑ Call Physical Plant at **681-5558** or **681-5825** (Dispatch)
- ❑ Call Public Safety: **681-5234**

GAS LINE BREAK

- ❑ Call **9-911**
- ❑ Call Public Safety: **681-5234**
- ❑ Clear area immediately
- ❑ Evacuate building

POWER LINE DOWN

- ❑ Call Public Safety: **681-5234**
- ❑ Call Physical Plant: **681-5558** or the Dispatch (**681-5825**)
- ❑ Clear area immediately
- ❑ Avoid live wires

WATER LINE OR SEWER BREAK

- ❑ Call Public Safety: **681-5234**
- ❑ Call Physical Plant: **681-5903**

SNOW, ICE, OR FLOODING

Snow, ice, and/or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the follow steps will be followed:

1. Public Safety Supervisor or senior officer will monitor the National Weather Service broadcasts, local reports; contact the Department of Transportation Road Condition office. Upon receipt of information that would make travel hazardous the Supervisor or Senior Officer will;
2. Contact the Director of Public Safety. The Director will contact the Vice President of Business and Finance and the Director of Physical Plant to identify the potential impact on the campus and the immediate area. If conditions threaten university operations the Vice President for Business and Finance or the Public Safety Director will contact the President.
3. The President will determine if campus operations are to be suspended. If they are to be suspended, the Vice President for Business and Finance will notify the rest of the campus.
4. The Public Safety Department will initiate steps to secure the campus, prevent entry to the main entrances under hazardous conditions, continually monitor weather, news, road condition reports, and maintain communications with the President's Office.

EMERGENCY EVACUATION PROCEDURES

BUILDING EVACUATION

- A. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety Officers or Building Coordinator.
- B. When the building evacuation alarm is activated during an emergency, leave by emergency evacuation route for the area in which you are located. If the exit is blocked use the nearest marked exit and alert others to do the same.
- C. ASSIST THE HANDICAPPED TO EXIT THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE AND/OR POTENTIAL FOR POWER LOSS.
- D. Once outside, proceed to a clear area that is at least 50 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your assembly points.
- E. DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A SAFETY OFFICER.

CAMPUS AREA EVACUATION

- A. Public Safety will announce evacuation of all or part of the campus grounds.
- B. All persons are to immediately vacate the area in question and move to another part of the campus grounds as directed. Building Coordinators are responsible for aiding handicapped persons.

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

SEVERE EMERGENCY TORNADO/ SEVERE LIGHTNING PREPAREDNESS

The Public Safety Department will monitor the National Weather Service radio and will initiate notifications when severe weather bulletins are issued for the immediate area:

Tornado/Thunderstorm/Wind Watch-indicates that atmospheric conditions are conducive to the development of the stated warning. Normal operations will continue. Employees should keep a close eye on changing weather conditions and be prepared to take action if necessary

Tornado/Thunderstorm/Wind Warning-indicates that a hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the Public Safety Department will sound the siren.

Hazardous weather conditions can develop in seconds and will not allow for formal means of

communication. In the event an employee feels that weather is immediately threatening they will initiate the following actions:

TAKE COVER Instruct students, employees, and others in the immediate area to find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a "ball" or fetal position near the wall, place their hands over their heads and remain in that position until the severe weather passes.

DO NOT LEAVE THE BUILDING OR INITIATE A BUILDING EVACUATION DURING THESE CIRCUMSTANCES. WHEN SEVERE WEATHER STRIKES, POWER MAY BE DISRUPTED CAUSING ALARMS TO SOUND. IF FIRE IS NOT IMMEDIATELY PRESENT AND A CLEAR EXIT IS MAINTAINED, EVERYONE SHOULD REMAIN UNTIL SEVERE WEATHER PASSES.

EXPLOSION, AIRCRAFT CRASH ON CAMPUS

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus take the following action:

1. Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
2. After effects of the explosion and/ or fire have subsided, notify GSU Public Safety (912) 681-5234. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY LOCALLY INSIDE THE BUILDING- YOU MUST REPORT THE EMERGENCY TO PUBLIC SAFETY BY TELEPHONE.**
4. When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC OR CREAT PANIC IN OTHERS.**
6. Once outside, move to a clear area that is at least 50 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crew. Know your assembly points.
7. If requested, assist Emergency crews as necessary.
8. **DO NOT RETURN TO AN EVACUTATED BUILDING** unless told to do so by a Public Safety Officer.

VIOLENT OR CRIMINAL BEHAVIOR

The Public Safety Department provides 24 hour police assistance. Officers are certified police officers and have been trained to respond to hostile/violent actions. Immediately contact the Public Safety Department if you witness some hostile or violent behavior, actual or potential at **681-5234**

1. Initiate immediate contact of the Public Safety Department to ensure that a timely response is begun before a situation becomes uncontrollable.
2. Leave the immediate area whenever possible and direct others to do so.
3. Should gunfire or explosives hazard the campus, you should take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect.

Hostage Situation

If you are taken hostage:

- A. Be patient. Time is on your side. Avoid drastic action.
- B. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally unbalanced. Don't make mistakes that could hazard your well-being.
- C. Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare.

- D. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected, severe mood swings, irrational actions, etc. Displaying a certain amount of fear can possibly work to your advantage.
- E. Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid ask your captors.
- F. Be observant, when you are released, or if you escape, the personal safety of others may depend on what you remember about the situation.

SUSPICIOUS LETTER OR PACKAGE CHARACTERISTICS

The likelihood of receiving a package or letter containing suspicious substances is remote. But you should be aware of the characteristics that are common to suspicious letters or packages. Some indicators include, but are not limited to the following:

- Unexpected letter or package.
- Excessive postage.
- Handwritten or poorly typed addresses.
- Oily stains, powders, discolorations, or odors.
- No return address.
- Excessive weight, lopsided, or uneven envelop or package.
- Ticking sound.
- City or state in postmark does not match return address.
- Leaking substances.
- Written threats on the outside of the letter or package or attached to them.
- Unusual amounts of tape attached to the letter or package.

After notifying Public Safety at 681-5234, do the following

- Leave the letter or package where it is. Do not take the letter or package to others to examine.
- Keep others out of the area. Close off the area if possible. Close any doors or windows gently. Stay near the area until the police and emergency units arrive.
- Do not touch your eyes, nose, mouth, or any part of your face.
- Do not touch other people or objects, and do not let others touch you.
- Wash your hands and arms from the elbows down with soap and hot water. Do not use bleach or disinfectants on your skin.
- Do not shake or disturb the contents of the letter or package.
- Do not attempt to smell or closely examine the letter or package.
- Do not attempt to clean up or cover anything that might have spilled from the package.

If you handle or open mail as part of your regular routine, your best precaution is to wash your hands with soap and water frequently, especially after handling mail. If you feel that you need to take extra precautions, you may choose to keep a mask and latex gloves at your desk; however, your best protection is regular hand washing. Contact Environmental Safety at 486-7161 for personal protective equipment.

When opening mail, avoid excessive motion including excessive shaking or tearing of packages or envelopes.

FIRE

All incidents of unintentional/non control burn fires will be reported to the Public Safety Department immediately whether Fire Department Response is required or not. All department heads, supervisors, etc., will ensure that their employees are aware of the location of the 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 fire exit windows, etc. Also, do not use elevators in the event of a fire.

IN THE EVENT OF A FIRE:

1. If an emergency exists, activate the building alarm and contact the Public Safety Department 681-5234.
 - A. If a minor fire appears controllable, IMMEDIATELY contact, or direct someone in the area, to contact the Public Safety Department. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
 - B. On large fires that do not appear controllable, IMMEDIATELY activate the building alarm and contact, or direct someone to contact, the Public Safety Department. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. **DO NOT LOCK THE DOORS!**
2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
3. If trapped on a second story or higher, hang an article of clothing out of the window to signal Public Safety officers. Anyone trapped in the room should remain close to the floor to avoid smoke.
4. During the evacuation, direct crowds away from fire hydrants, roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside.

STEPS OF ACTION

- Pull fire alarm, where available.
- For small fires, no larger than a wastebasket, attempt to extinguish with a fire extinguisher.
- Call 9-911.
- Close windows and doors to confine fire if possible. **DO NOT BLOCK DOORS.** Turn off lights.
- Evacuate building to assigned outside assembly location at least 500 feet from the building.

SAFETY COMMITTEE

- Confirm evacuation and check for injuries.
- Guard doors to prevent entry until fire department arrives: ask for assistance from Public Safety.
- Take head count and attempt to identify missing personnel.

PHONE NUMBERS

Emergency: 9-911

Public Safety: 681-5234

GSU Environmental Safety: 486-7161

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus DO NOT HANDLE THE OBJECT! Clear the area immediately and call Public Safety at (912) 681-5234.

2. Any person receiving a phone call bomb threat should attempt to ask the caller:

- a. When is the bomb going to explode?
- b. Where is the bomb located?
- c. What kind of bomb is it?
- d. What does it look like?
- e. Why did you place the bomb?
- f. What is your name?

Normally the caller will not answer these questions, but may make comments. During this time the person answering the phone should attempt to listen to background noises, accent of the caller, or any information that may be gathered from noises or sounds heard during the conversation.

3. Keep talking to the caller as long as possible and record the following:

- a. Time of call.
- b. Age and sex of caller.
- c. Speech pattern, accent, possible nationality, etc.
- d. Emotional state of caller.
- e. Background noise.

4. Report the incident immediately to GSU Public Safety at 681-5234.

5. A decision will be made between the person in charge of the area, the Public Safety Supervisor or senior officer regarding actions to be taken.

6. EVACUATION ORDERED-the Public Safety Officers will conduct a search of the area. Employees in the affected area may be asked to assist in identifying or conducting a brief search under the direction of Public Safety Officers.

7. EVACUATION NOT ORDERED-The Public Safety Department, in concert with employees in the affected area, may conduct a Covert Search. Employees will be asked to discreetly check their immediate work areas for any suspicious packages, devices, etc.

8. BOMB/SUSPICIOUS DEVICE/PACKAGE LOCATED-The Public Safety Department will order the immediate evacuation of the area and identify a telephone in the immediate area to establish a communications center. **TWO-WAY RADIOS WILL NOT BE USED WITHIN 1000 FEET OF THE SUSPECTED DEVICE!** The President will be immediately contacted as well as Emergency Resource Team members. Public Safety Officers will contact the Explosive Ordinance Disposal Team or the Georgia Emergency Management Agency.

THREATENING PHONE CALL

Time call received _____ Date: _____

Exact words of person making the call: _____

QUESTIONS TO ASK:

When is the bomb going to explode: _____

Where is the bomb right now: _____

What kind of bomb is it: _____

What does it look like: _____

Why did you place the bomb: _____

What is your name: _____

Are you a student: _____

Department where call was received: _____

Telephone number where call was received: _____

Description of Callers Voice: _____ Male _____ Female _____ Tone/accnt: _____

Background noise: _____

STEPS OF ACTION

- Call Public Safety at 681-5234. Cooperate with officers responding to the call.
- Obtain as much detail information as possible.
- Evacuate the building by activating the fire alarm and moving to designated area.
- Report suspicious items to Public Safety. **DO NOT TOUCH ANYTHING.**
- If asked, accompany Public Safety personnel for building search.
- Protect face and head with your arms, books, coats, etc. from flying debris.
- Leave door open.
- Do no use switches.
- Do not use walkie-talkies, cellular phones, car phones, or other electronic devices.**

CIVIL DISTURBANCE OR DEMONSTRATION

Demonstrations will not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. INTERFERENCE with normal operations of the university.
2. PREVENTION of access to offices, building, or other University facilities.
3. THREAT of physical harm to persons or damage to University facilities.

*If any of these conditions exist, immediately contact the Public Safety Department at **681-5234**

A. Peaceful, Non-Obstructed Demonstration

1. Generally, demonstrations of this kind should not be interrupted, obstructed, or provoked and efforts should be made to conduct University business as normally as possible.
2. If demonstrators are asked to leave, but refuse to leave by regular facility closing time:
 - A. Arrangements will be made by Public Safety to monitor the situation during non-business hours, OR;
 - B. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

B. Non-Violent, Disruptive Demonstrations

In the event that a demonstration blocks access to College facilities or interferes with the operation of the University:

1. Demonstrators will be asked to terminate the disruptive activity by the senior Public Safety Officer on the scene.
2. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by the Campus Police. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
3. Efforts should be made to secure positive identification (including photographs if deemed advisable) of demonstrators in violation to facilitate later testimony.

C. Violent Disruptive Demonstrations During regular office hours.

Public Safety will provide sufficient officers to contain the demonstrators. Should an insufficient number of officers be available, the Director of Public Safety will request backup officer from the Statesboro Police Department and the Bulloch County Sheriff's Department as needed.