

Macon State College

May 25, 2005

EMERGENCY RESPONSE PLAN

MAIN CAMPUS: Emergency Phone (478) 471-2700 Macon Police (478) 751-7500 Security (478) 747-0155

WARNER ROBINS CAMPUS: Emergency Phone (478) 929-6700 WRPD (478) 929-1170 Security (478) 731-9901

Emergency 911

EMERGENCY EVACUATION PROCEDURES

BUILDING EVACUATION

- A. All building evacuations will occur when an alarm sounds and/or upon notification by MSC Security, Public Safety Officers or designated MSC officials. **If Security implements the call tree, persons with calling responsibilities are encouraged to use the following verbage:**

“This is _____ calling from the Office of _____. The Emergency Call procedure has been activated. Call the next office on the Call Chart and relay the following information: _____

_____.
(This blank will contain the information from Security relative the emergency and specific actions to be taken.)”

- 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 IN EXITING THE BUILDING!! DO NOT USE THE ELEVATORS IN CASE OF FIRE AND/OR POTENTIAL POWER LOSS.
- D. Once outside, proceed to a clear area that is at least 500 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 COLLEGE OFFICIAL.

CAMPUS AREA EVACUATION

- A. Evacuation of all or part of the campus grounds will be announced by the Director of Plant Operations.

MY DEPARTMENT INFORMATION

My Direct Supervisor Is: _____ Phone Number: _____

MSC SECURITY

OTHER NUMBERS: _____

EMERGENCY EVACUATION PROCEDURES

MY DEPARTMENT INFORMATION

EXPLOSION, AIRCRAFT DOWN (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 which will give protection against falling glass or debris.
2. After effects of the explosion and/or fire have subsided, notify MSC Security 747-0155 (Main Campus) or 731-9901 (WR Campus). 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 SECURITY 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 CREATE PANIC IN OTHERS.**
6. Once outside, move to a clear area that is at least 500 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. A campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
9. **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL.**

FIRE

All incidents of unintentional fires will be reported to MSC Security immediately whether or not Fire Department Response is required. All department heads, supervisors, etc., 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 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 Security.
 - A. If a minor fire appears controllable, IMMEDIATELY contact, or direct someone in the area to contact, security. 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 Plant Operations 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 security officers. Anyone trapped in the room should remain close to the floor to avoid smoke.
4. During an evacuation, direct crowds away from fire hydrants and road ways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons who may be trapped inside. DO NOT ATTEMPT TO RESCUE. NOTIFY SECURITY OR FIRE DEPARTMENT PERSONNEL.

EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

FIRE

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, preferably 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 Campus Security 747-0155 (Main Campus) or 731-9901 (WR Campus). Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to Plant Operations. **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 CAMPUS SECURITY BY TELEPHONE 747-0155 or 471-2700.**

SEVERE WEATHER EMERGENCY TORNADO, SEVERE LIGHTNING PREPARDNESS

The College Switchboard Operator 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 for 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 the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the switchboard operator will issue notification through fax poster messages, telephone communications to the Emergency Resource Team members, and/or an Officer will utilize a Public Address system located on the vehicles.

*** 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.

EARTHQUAKE

SEVERE WEATHER EMERGENCY

SNOW, ICE, OR FLOODING

Snow, ice 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 following steps will be followed:

1. The switchboard operator or senior officer will monitor the National Weather Service broadcasts and local reports, and will contact the Department of Transportation Road Condition office. Upon receipt of information that would make travel hazardous the Senior Officer will work with the Director of Plant Operations to identify the potential impact on the campus and the immediate area. If conditions threaten College operations, the switchboard operator will contact the College President.
2. The President will determine if campus operations are to be suspended. If they are to be suspended, the remainder of the Emergency Resource Team will be notified.
3. The Senior Administration will initiate campus notifications and news releases, will change the information for the campus information telephone line, and take other steps as directed.
4. The switchboard operator will initiate steps to secure the campus, prevent entry to the main entrance under hazardous conditions, and start the Emergency Command Post to continually monitor weather, news, road condition reports, and maintain communications between the switchboard operator and Emergency Resource Team members.

HAZARDOUS MATERIALS SPILL

Hazardous chemicals are utilized on campus in various locations. Tractor trailers and contractors who 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 spill:

1. Any spillage of a hazardous chemical or radioactive materials will be reported immediately to the Plant Operations Department 471-2780.
2. When reporting, be specific about the material involved and approximate quantities. Plant Operations will initiate the response of appropriate hazardous material response teams to effectively clean up the spill.
3. The key person on site should vacate the affected areas at once and seal it off to prevent further contamination of other areas until the arrival of Plant Operations Personnel. **AT NO TIME SHOULD SOMEONE RE-ENTER AN AREA THAT HAS ALREADY BEEN EVACUATED.**
4. If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.

SNOW, ICE OR FLOODING

CHEMICAL RADIATION SPILL

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 Campus Security 747-0155 (Main Campus) or 931-9901 (WR Campus); if no answer call 471-2700 (Main Campus) or 929-6700 (WR Campus).
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.

AFTER THE CALL, IMMEDIATELY DIAL *69. IF THE CALLER'S NUMBER IS AVAILABLE, YOU WILL NEED TO NOTE THE NUMBER AND REPORT IT TO SECURITY. (Not all numbers on campus are equipped with the *69 feature.)

4. Report the incident immediately to MSC Security 747-0155 (Main Campus) or 931-9901 (WR Campus); if no answer, call 471-2700 (Main Campus) or 929-6700 (WR Campus). The on-duty officer or senior officer in charge will notify the Emergency Coordinator. A decision will be made as to whether the building or area will be evacuated.
5. **BUILDING or BUILDINGS NOT EVACUATED** - MSC Security may lead a search of the area. Employees in the affected area may be asked to assist in identifying items or conducting a brief search under the direction of MSC Security and or Maintenance Employees.
6. **BUILDING or BUILDINGS EVACUATED** – If you are on the call tree, call and calmly relay information directing others to evacuate the building. After your call tree responsibilities are complete, calmly evacuate the building and tell others to evacuate on your way out. **ONCE OUTSIDE STAY AWAY FROM BUILDINGS, VEHICLES AND TRASH CONTAINERS.** MSC Security will lead a search of the area.

Macon State College Security Bomb Threat Report Form

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: _____

BOMB THREAT

VIOLENT OR CRIMINAL BEHAVIOR

The MSC Security offers 24-hour assistance. Immediately contact Security if hostile or violent behavior, actual or potential, is witnessed.

1. Initiate immediate contact of Security 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 taken hostage:

- A. Be patient. Time is on your side. Avoid drastic action.
- B. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Captors are emotionally unbalanced. Don't make mistakes which could harm 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.

CIVIL DISTURBANCE OR DEMONSTRATION

Demonstrations may be conducted on campus. Demonstrations will not be interrupted unless one or more of the following conditions exist as a result of the demonstration:

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.
- * If any of these conditions exist, immediately contact MSC Security (747-0155 – Main Campus; 931-9901 – WR Campus).

A. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATION

1. Generally, demonstrations of this kind should not be interrupted, obstructed or provoked and efforts should be made to conduct College 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 the Associate Vice President for Academic Affairs or the President 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 College:

1. Demonstrators will be asked to terminate the disruptive activity by either the Vice President for Academic Affairs, the Dean of Students, or the President.
2. The Vice President and Dean of Students or President will, if deemed appropriate, have a photographer with them to document proceedings.
3. Key College personnel and student leaders will be asked by the Vice President and Dean of Students or President to go to the areas and persuade the demonstrators to desist.
4. The Vice President and Dean of Students or President will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
5. 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 MSC Security. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
6. Efforts should be made to secure positive identification (including photographs if deemed advisable) of demonstrators in violation to facilitate later testimony.
7. After consultation with the President and Director of Plant Operations by the Vice President and Dean of Students, the need for an injunction of civil authorities will be determined.

C. VIOLENT DISRUPTIVE DEMONSTRATIONS

1. During regular office hours.
 - a. The Vice President and Dean of Students and all available MSC Security will be summoned to the scene.
 - b. The Vice President and Dean of Students will alert the President and call for a photographer to report to a desirable location in order to photograph the demonstrators.
 - c. Security will provide sufficient officers to contain the demonstrators. Should an insufficient number of officers be available, the Director of Plant Operations will request backup officers from the Bibb County Sheriff's Department as needed.
2. After regular office hours.
 - a. MSC Security will be notified immediately of the disturbance.
 - b. MSC Security will investigate the disruption and report findings to the President.
 - c. The President will
 - i. Notify key administrators, and if appropriate, the administrator responsible for the area of demonstration.



