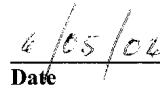


Emergency Preparedness

Augusta State University is committed to protecting the health and safety of all students, staff, faculty and visitors at all university facilities. In conjunction with this commitment is the inherent responsibility for minimizing any danger to life and property resulting from the effects of explosions, hazardous waste spills, fire, natural disaster or other events. When an emergency occurs, an immediate organized response by university personnel will be activated. The ASU Emergency/Disaster Operations Plan (EDOP) establishes the framework from which the university will provide this response. In keeping with this commitment, I hereby establish the policy that ASU will commit all necessary resources to minimize the injury, loss of life and destruction of property from whatever emergency, which may arise. Our efforts in this area will only be effective through a cooperative effort by all university staff, faculty, and students. All personnel are encouraged to provide suggestions for improving this Plan.


President


Date

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GENERAL

Emergencies or disasters may occur at any time on or near the Augusta State University campus. Types of emergencies or disasters range from technological or natural disasters to civil disturbances. Regardless of the type of emergency or disaster, the initial activation and implementation of the Augusta State University Emergency/Disaster Operations Plan (EDOP) should always be the same. Because stress and confusion are to be expected at the emergency scene, quick, efficient implementation of the plan will provide clear directions, responsibility, and continuity of control for key offices.

It must be emphasized that the EDOP will only be implemented when there is actual or imminent danger to a large number of people. Routine management for isolated incidents will not require activation of the EDOP unless the incident becomes out of control, for example, a dumpster fire that spreads to an adjacent building, or a train derailment that is later followed by emission of toxic vapors due to a leak or explosion.

DEFINITIONS OF AN EMERGENCY

The University President or his designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and other area coordinators in determining the appropriate response.

Geographical Emergencies. This plan recognizes three basic types of geographical emergency situations:

1. **University Emergency** - An emergency that endangers the overall safety and well being of students, employees, visitors, and structures within the confines of the university.
2. **Community Emergency** - An emergency in the immediate vicinity of the campus or surrounding areas, which could create a large number of injuries/casualties or have an impact upon the vicinity.
3. **State or National Emergency** - These will normally be managed by the local County Office of Emergency Management or the Georgia Emergency Management Agency.

Classifications of Emergencies. These classifications help to determine the severity of the situation:

1. **Minor Emergency** - Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Report incidents to University police immediately. **(706) 729-2911 or 911**
2. **Major Emergency** - Any incident, potential or actual, which affects an entire building or buildings, and that, will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University Administration during times of crises.
3. **Disaster** - Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personal injuries/casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the Emergency Operations Center (EOC) will be activated, and the appropriate support and operational plans will be executed. In addition, any incident relating to the disaster that has the potential for adverse publicity concerning campus resources, and/or instrumentality of the University, should be promptly reported to the University Police. **(706)729-2911 or 911**

Early Warning System. Notification by the director of public safety of university key personnel will be made by activating the EDOP call list for all potential or actual emergency situations. Warning of the actual or impending danger may come from such sources as telephones, computers, public address systems, radio and/or television or activation of police sirens and loudspeakers.

TYPES OF EMERGENCIES

The following is a list of many of the types of emergencies that can be experienced by a facility/university:

1. Natural Causes

- Tornadoes
- Earthquakes
- Lightning
- Ice storms
- Severe winter storms
- Building emergencies (structural damage caused by an emergency)

2. Accidental Causes

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

3. Societal Causes

- On-campus civil disturbances
- Hostage situations
- Bomb-threats or explosions
- Terrorist actions

IMPLEMENTATION OF THE EMERGENCY/DISASTER RESPONSE PLAN

The Emergency/Disaster Operations Plan (EDOP) is brought into action by declaration of an emergency by the president or, in his absence, then by the highest-ranking executive-level senior administrator that is currently available. Once an emergency has been declared, the members of the Emergency Operations Center, the president's cabinet and other support personnel are, to the extent possible, relieved of routine duties, to more fully concentrate on the tasks at hand. The president will notify the Board of Regents of the pending emergency.

The president maintains executive control of the Emergency/Disaster Operations Plan (EDOP). Ground level operational implementation and direction of the plan is the responsibility of the Vice President for Business Operations. University personnel and equipment will be utilized to provide priority protection of life, preservation of property, and restoration of the academic and others programs of the University. The members of the EOC will determine the manner in which University personnel and equipment are utilized.

CAMPUS EVACUATION

Evacuation of a building, area or the entire campus may be necessary under certain conditions. The following levels of evacuation are:

Level I - Dismissal of classes and closings of offices due to a non-emergency event, such as a campus-wide power outage.

Level II - Partial evacuation in the event one building or area must be evacuated. It may reasonably be expected that this situation could be managed on campus without outside support.

Level III - Immediate evacuation of the university due to a potential or actual threatening event such as an accident involving the emission of toxic gases and vapors.

Traffic support will be requested from the Richmond County Sheriff's Office to direct the flow of traffic to selected egress routes away from the danger source. Due to the large number of variables, i.e. location of the incident, meteorological conditions, road construction, etc., the advance designation of specific egress routes is not practical.

ON-CAMPUS RALLY POINTS AND EMERGENCY TRANSPORTATION POINTS

Where there is sufficient advance warning, of a natural or human caused disaster and the university, population is not considered to be in immediate danger, timely, and systematic evacuation may be required. Those unable to leave by automobile or other means should proceed to the congregation points defined below. Transportation will be sought through the Augusta Public Transit, Richmond County Board of Education, and Richmond County Emergency Management Agency.

Zone I – All buildings on the Walton Way (North) side of campus.

Rally Point – Parking Lot between University Hall and Galloway Hall.

Zone II – All buildings on the McDowell Street (South) side of campus.

Rally Point – Allgood Hall parking lot.

Zone III – Forest Hills, Christenberry Fieldhouse and Athletic fields.

Rally Point – Overflow parking lot, CHF.

Zone IV – University Village

Rally Point – Bus Stop at entrance to University Village.

SPECIFIC EMERGENCY SITUATIONS

FIRE SAFETY

Although the potential for fire always exists, routine inspections, maintenance and training are effective elements in reducing bodily injury, loss of life, and damage to property.

Faculty, staff, and students should all be knowledgeable of those elements that cause fires and how to eliminate them. All persons should be aware of the fire safety regulations and conditions that have the potential to start a fire such as the use of extension cords or the improper storage of chemicals, paint, cleaning supplies, rags, papers, etc.

Routine inspections and maintenance of fire extinguishers, sprinkler systems, fire hydrants, smoke alarms, emergency call boxes, alarms, and fire fighting equipment are essential. At the same time, each facility should have posted evacuation plans, illuminated exit signs, functional emergency lights, self-closing fire doors, and any necessary special fire safety equipment.

PROCEDURES TO FOLLOW IN THE EVENT OF A FIRE

Any person seeing or suspecting a fire should pull the nearest fire alarm pull station and call **(706) 729-2911 or 911**. If the fire is small, such as a wastebasket fire, a reasonable attempt to extinguish the flames should be made. Even though the fire may be completely extinguished, the incident must be reported to University Police and the Augusta Fire Department, as the underlying cause for the fire may be remaining.

FIRE PREVENTION

1. Waste must be stored and properly disposed of to prevent the creation of a fire and safety hazard.
2. Flammable materials should be stored in a properly labeled flame resistant cabinet.
3. Do not overload outlets with multiple outlet cords or multiple plug adapters.
4. Keep closets free of old rags, paper or other combustible odds and ends.
5. Keep all walkways and stairwells free from obstruction at all times.

FIRE EVACUATION

1. Never use elevators to evacuate a burning building.
2. Note the Posted Evacuation Routes and follow to the nearest exit.
3. Go immediately to the designated assembly area (**Rally Point Map**) and wait for further instructions.
4. Stay clear of emergency response personnel and equipment.
5. Do not re-enter the building until emergency response officials have declared that it is safe to do so.

6. Emergency fire drills shall be conducted for each building at least once per year.

FIRE CONTAINMENT

1. Fire doors shall remain closed unless they are equipped with automatic closing devices.
2. Ventilation system controls shall be tested for activation when exposed to smoke or extreme heat.

EMERGENCY EVACUATION OF PEOPLE WITH DISABILITIES FROM MULTI-STORY BUILDINGS

A. PURPOSE

These procedures are to promote the safe emergency evacuation of people with disabilities from multi-story buildings on the campus of Augusta State University (ASU).

B. INTRODUCTION

ASU policies and procedures require that everyone in a facility evacuate the facility when the fire alarm is activated or other emergency evacuation is required. People with disabilities may not be able to evacuate unassisted. Policy states that, upon request, faculty, staff, and students are encouraged to assist in the evacuation of people with disabilities in the event of an emergency, unless the action places the faculty, staff, or student in personal danger. It is extremely important for all persons involved to remain calm during any emergency. University Police and other emergency personnel will arrive within minutes to help complete the evacuation of the building. Once outside the building, the faculty, staff, and students are required to notify emergency personnel of any person known to be remaining in the building. The following procedures outline responsibilities of various individuals.

C. GENERAL PROCEDURES

1. Faculty Responsibilities:

Review the evacuation plan for your building.

- a. Meet with any disabled students in your class to determine what level of assistance the student will require should an evacuation occur.
- b. If students determine that they will need special evacuation assistance, assist the disabled student in identifying two peer helpers.
- c. Delegate the appropriate persons to assist the student to an area of refuge or out of the building during an emergency evacuation.

- d. Advise a member of the emergency evacuation team (police or fire) of the safe location of the disabled student(s).

2. Responsibilities of Students with Disabilities.

- a. Identify yourself to each of your teaching faculty, indicating the nature of your disability and the level of assistance that may be required during an evacuation.
- b. Identify two peer helpers to assist you during an emergency. Ask teaching faculty for assistance in identifying peer helpers, if needed.
- c. Know campus evacuation routes and the location of fire exits, stairwells and areas of refuge. Identify building managers in the areas where you attend classes.
- d. Plan your route of evacuation. You are responsible for being capable and willing to communicate such information to teaching faculty and peer helpers. Students who need assistance in planning their evacuation should contact the coordinator of Disability Services.

3. In all emergencies, after an evacuation has been ordered:

- a. Check on people with disabilities and evacuate people with disabilities when necessary.
- b. DO NOT use elevators, unless authorized to do so by police, fire, or other emergency personnel.
- c. Attempt a rescue evacuation ONLY if the person is in immediate danger, and cannot wait for professional assistance.

D. EVACUATION OPTIONS DURING AN EMERGENCY

Use of the “Buddy System,” along with the following evacuation options, will help to insure the prompt evacuation of people with disabilities.

1. **HORIZONTAL EVACUATION:** Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside, if on ground level).
2. **VERTICAL (STAIRWAY) EVACUATION:** those who are able to evacuate with or without assistance can use stairways. Persons who use crutches or other devices as walking aids will need to use their discretion, especially where several flights of stairs are involved
3. **STAY IN PLACE:** Unless danger is imminent, remain in a room with an exterior window and telephone. Close the door, if possible. Call University

Police **(706) 729-2911** and give them your name, location, and reason for calling. University Police will assist by notifying on-scene emergency personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth, or object.

4. **AREA OF REFUGE:** If the person with disability cannot get far enough away from danger by using Horizontal Evacuation, then the person should seek an Area of Refuge. Such an area should have the following: 1) telephone communication, 2) sprinkler system, and 3) one-hour fire-rated assembly (doors, walls, etc). Specific areas of refuge for each building will be designated by signs at the accessible entrances.

E. EVACUATION GUIDELINES

1. GENERAL

Evacuating a person with disability or an injured person by yourself is the last resort. Consider your options, and the risks of injuring yourself, and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for the rescuers, and the people being assisted. Some people have conditions that can be aggravated, or triggered, if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general, and may not apply in every circumstance:

- a. Occupants should be invited to volunteer ahead of time to assist people in an emergency.
- b. Volunteers should be given evacuation training for certain types of lifting techniques.
- c. Two trained volunteers, or more, if available, should conduct the evacuation.
- d. **DO NOT** evacuate people with disabilities in their wheelchairs - this is standard practice to ensure the safety of people with disability and volunteers. Wheelchairs will be evacuated later if no one is available to remove the wheelchair when the person with disabilities is evacuated.
- e. Always **ASK** a person with disability how you can help **BEFORE** attempting any rescue technique or giving assistance; ask how they can best be assisted or moved, and if there are any special considerations, or items that need to come with them; Before attempting an evacuation, volunteers and the person with disability being assisted should discuss how any lifting will be done, and where they are going.

- f. Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used; ask permission of the evacuee if an evacuation chair, or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly; be careful on stairs, and rest at landings if necessary.
- g. Certain lifts may need to be modified depending on the person's disabilities.
- h. Persons on respirators should be given priority assistance in emergencies involving smoke or fumes because their ability to breathe may be seriously jeopardized.

2. MOBILITY IMPAIRED (WHEELCHAIR USER)

Persons using wheelchairs should stay in place, or move to an Area of Refuge with assistance when an alarm sounds or instructed to do so. The evacuation assistant should then proceed to the evacuation assembly point outside the building, and inform emergency personnel of the location of the person with disability. Whenever possible, someone should remain in the building with the person with disability. However, if a non-ambulatory person chooses to evacuate (and appropriate assistance is available) then the person should be assisted from the building. Only in the event of extreme danger, should untrained people attempt to manually evacuate wheelchair users. If the person with disability is alone, he/she should phone University Police **(706) 737-1401** and give their location and need of assistance.

3. MOBILITY IMPAIRED (NON-WHEELCHAIR USER)

People with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the person should wait until the heavy stair traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with disability may choose to stay in the building, until emergency personnel arrive. If the person decides to use the stairs, someone should walk beside them to provide assistance, if needed.

4. VISUALLY IMPAIRED

People who are visually impaired may need assistance to evacuate. In the event of an emergency, an assisting person should tell the person with a visual impairment the nature of the emergency, and offer to guide the person to the nearest emergency exit. The visually impaired person should hold the elbow of the assisting person, and be escorted out of the building. **DO NOT** grab the arm of the visually impaired person. The assisting person should tell the person with

visual impairment where they are, and warn the person of obstacles, or changes of elevation, in their path.

5. **HEARING IMPAIRED**

Some buildings on campus are equipped with fire alarm horn/strobes that sound the alarm, and flash strobe lights. The flashing strobe lights are intended to alert hearing impaired individuals. If the area does not have strobe lights, or the person with hearing disability does not see the lights.

An assisting person needs to alert the hearing impaired by gestures, or turning room lights on and off. Emergency instructions can be given by verbalizing, mouthing, pointing, or by short written note. An example of a message being communicated might be "Fire alarm – go out south doors, now!" The hearing-impaired person should be offered assistance in leaving the building.

F. **BUILDING MANAGER'S RESPONSIBILITY**

Each building manager needs to take the following steps to ensure that this evacuation plan is fully implemented:

1. Establish a designated assembly point for building evacuees outside the building (**rally point map**).
2. Provide and mount on each floor schematic floor plans showing routes to exits, and the location of the outside assembly point.
3. Provide training on this plan to appropriate building occupants.
4. Ensure that emergency evacuation chair location is known to all building occupants.

NUCLEAR ATTACK

A. **PROFILE OF NUCLEAR ATTACK**

The Georgia Emergency Management Association (G.E.M.A.) analyzed the potential hazard from a nuclear attack and has identified this area to be considered relatively more likely to experience the direct weapons effects, e.g., intense blinding (flash) light, heat, blast, and initial nuclear radiation. Explosions that are on or close to the ground would create quantities of dangerous radioactive fallout particles. Areas close to nuclear explosion might receive fallout within 15 to 30 minutes.

Medium-to-high risk areas require planning such as 1) identification of shelters from the direct weapons effects, 2) assurance of rapid attack warning to the risk areas on a priority basis, 3) provisions of special building techniques to reduce vulnerability to weapons effects and fallout, and 4) evacuation and relocation of people from risk areas if time allows.

Mitigation for this area is found primarily in the building construction techniques available to withstand nuclear effects. Response activities begin at first alert of a nuclear attack. They provide for movement of the population to available shelters, the human needs of the total population, protection from fallout, and maintenance/support of essential services during the period of crisis. Recovery activities provide for the return of the inhabitants to their residences and restoration of facilities and services after the crisis has ended.

B. WARNING

If an attack actually occurs, it is almost certain that incoming planes missiles would be detected by our networks of warning stations in time for citizens to get into shelters or at least take some cover. The warning time might be as little as 10-20 minutes or as much as an hour or more in others.

How you receive notice/warning of an attack will depend on where you are at the time. Warning will be given on radio, television, emergency systems networks, and outdoor warning systems in a city such as sirens, whistles, and horns.

C. GENERAL GUIDELINES AND RESPONSIBILITIES

1. Understand the dangers you would face in an attack or a serious transportation accident involving nuclear warhead.
2. Make your own preparations prior to an attack from information readily available.
3. Learn what actions you should take at the time of an attack.\
4. Seek private shelter at home, private shelter in your own community, or leave our community to seek shelter in a less dangerous area.
5. Once you hear an attack warning signal, by whatever means, unless your local government has instructed you to do otherwise, seek suitable shelter. Turn on a radio and listen for official information and follow instructions.
6. Do not use the telephone - listen to your radio. Telephone lines will be badly needed for official calls.
7. It's very unlikely that your first warning of an enemy 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 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.
8. 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, 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.

9. 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.
10. You may need to stay in a shelter area, at least part of the time, for a week or two. During this time, you will need certain supplies and equipment. Preparedness is the answer (whenever possible) and it is your own responsibility to know what to do, where to go, what provisions to take with you and /or what you will need, etc., especially if you are relocating to a safer area.

HAZARDOUS MATERIALS

A. PROFILE OF HAZARDS

Unlike winter storms or a tornado, chemical accidents or spills will, as a general rule, be without any prior warning or notification. 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, ESPECIALLY to the responding officer who happens to be first on the scene.

Hazardous materials accidents are a major threat along highways and in the university academic buildings used for storing and/or using hazardous materials. Hazardous material is any element, compound or combination thereof that is flammable, corrosive, detonable, toxic, radioactive, an oxidizer, an etiological agent, 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. Mitigation of this type hazard is best accomplished by adherence to rules, regulations and procedures promulgated by the manufacturers and the federal government. Proper packaging, storage, and handling procedures will help to eliminate hazardous material accidents.

Preparedness requires detailed planning, availability of resources, coordination among emergency forces/ rescue operations to control or neutralize the hazard, and to consider possible evacuation, decontamination, and overall recovery.

B. RESPONSIBILITIES

1. When the public safety dispatcher receives the initial call, attempt to obtain as much information as possible and dispatch an officer(s) to the scene. If the accident/spill happens in a laboratory, in all probability the user or other person(s) will know the identity of the chemical.

2. Refer to the *Emergency Response Guidebook* (located in The Department of Environmental Health/Occupational Safety office in the physical plant) or the material safety data sheets (MSDS) for hazardous material incidents and get initial information for your protection and the protection of others.
3. Coordinate with emergency management organizations, the Georgia Emergency Management Agency (G.E.M.A) and other agencies that have an emergency response capability, depending on the need and extent of the disaster situation. This is initially done through the Augusta Fire Department's Hazardous Material (HASMAT) team.
4. Be extremely careful if there is a chemical accident/spill in your area. The person responsible should evaluate the situation, volume of spill, persons involved, chance of an explosion, type(s) of chemical, etc., and contact the Department of Environmental Health/Occupational Safety Office immediately.
5. Public Safety will contact the president and the vice president for Business Operations, the director of Physical Plant, the director of Public Relations and the director of Public Safety.
6. The Public Safety director or his representative will be responsible for notifying 911 and / or other emergency services and will be the liaison between the university and all other emergency units when they arrive.
7. Public Safety will secure all external doors to the building and allow only authorized people to enter.
8. Upon completion, the director of Physical Plant or the director of Public Safety will instruct the VPBO that the building is safe and ready for occupancy.
9. The Physical Plant and Fire Department will activate all systems. (Fire alarm, heating and cooling)

A follow-up evaluation will be held the next working day, and shall be arranged by the VPBO.

EARTHQUAKE

A. GUIDELINES AND PROCEDURES

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. **“DUCK, COVER AND HOLD.”**
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. Know your rally points.

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 the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and, if emergency help is needed, call University Police **(706) 729-2911 or 911**. Be prepared for aftershocks.
5. If necessary, or when directed to do so, **ACTIVATE** the fire alarm.
6. When the building alarm is sounded; walk towards the nearest exit and ask others to do the same.
7. Assist those with physical disabilities in exiting the building.
8. Once outside, move clear of the building to the nearest rally point.
9. Do not return to an evacuated building unless permitted to do so by fire or emergency personnel.

TORNADO

Tornado- Tornadoes are most likely to occur in the mid-afternoon, generally between 3 and 7 p.m. Movement is generally from southwest to northeast. The length of the path ranges from 4 to 16 miles and the width is generally 300 to 400 yards. Speed ranges from 25 to 40 miles per hour with estimated speeds within the tornado of 500 miles per hour.

The cloud associated with a tornado is a dark, heavy cumulonimbus (thunderstorm cloud) from which a whirling funnel-shaped pendent extends to or near the ground. Precipitation usually occurs first as rain preceding the storm, frequently with hail and as a heavy downpour immediately to the left of the tornado's path. The sound of a tornado has been described as a roaring, rushing noise similar to that of a train speeding through a tunnel.

Tornado Watch- A tornado watch is issued when the conditions are favorable for the formation of a tornado. The local National Weather Service will issue a watch bulletin to the local authorities and the local media. During a tornado watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

Tornado Warning- A tornado warning is given when a tornado funnel is sighted, indicated by radar, or is about to strike. You may only have a few minutes to go to safety. If a tornado is imminent, personnel should take the following actions:

1. Seek shelter in the lowest levels of buildings or an interior hallway remaining clear of exterior windows and doors. Refer to previously provided information for the designation of shelter areas in your building. Additionally, signs are placed in all campus buildings designating shelter areas.

2. Immediately, evacuate areas without reinforced construction such as auditoriums, gymnasiums, and large rooms with wide free-span roofs.
3. 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 ravine or ditch.

BOMB THREAT AND OTHER THREAT PROCEDURES

Any individual receiving a bomb threat call should do the following:

1. Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message and record every word.
2. If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
3. Advise caller that the building is occupied and detonation could result in death or serious injury to innocent people.
4. 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.
5. Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete threat data form.
6. If the caller can be kept talking, ask specific questions as indicated on the attached Bomb Threat Check List.
7. It is desirable, but not always practicable, to have more than one person listen in on the bomb threat call.
8. Immediately, notify the University Police **(706) 729-2911 or 911**. They will initiate search procedures. Under no circumstances should an untrained faculty or staff member attempt to locate and move a suspicious device.

BOMB THREAT AND OTHER THREAT CHECK LIST
University Police (706) 729-2911 or 911.

Questions to ask:

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

Threat Language	Exact Wording of the Threat
-----------------	-----------------------------

Foul	
Educated	
Well Spoken	
Irrational	
Taped	
Incoherent	
	Length of Call: _____ Number at which call is received: _____ Time: _____ Date: _____

Caller's Voice			Background Sounds	
Female	Male	Age	Animals	Machines
Calm	Crying	Deep	Voices	Clear
Angry	Normal	Ragged	Music	Motor
Cracking Voice	Deep Breathing	Clearing Throat	Office Machinery	
Slow	Slurred	Distinct	Street Noises	
Rapid	Nasal	Excited	Long Distance	
Soft	Stutter	Disguised	Factory Noises	
Loud	Lisp	Accent	House Noises	
Laughter	Raspy	Familiar	Other:	
If voice is familiar, whom does it sound like?				

SEVERE WINTER STORMS

Severe winter storms bring heavy snow, ice, strong winds, and freezing rains. Winter storms can delay or prevent employees and students from reaching the university, leading to a temporary disruption of administrative functions and classes until roads and parking areas can be cleared. Heavy snow and ice can also cause structural damage or power outages.

During the winter storm season, all personnel should listen to local forecasts to determine any impact the weather may have on their schedule. The following terms are used to describe the predicted weather.

A **Winter Storm Watch** indicates that severe winter weather may affect the local area.

A **Winter Storm Warning** indicates that severe weather conditions are definitely on the way.

A **Traveler's Advisory** indicates that severe winter conditions may make driving difficult or dangerous.

Personnel who must remain outdoors for considerable lengths of time should do the following:

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 repellent. Mittens are warmer than gloves because fingers generate warmth when they touch each other.

Stretch before you go out. If you go out to shovel snow, do a few stretching exercises to warm up your body. Also, take frequent breaks.

Cover your mouth. Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.

Avoid overexertion. Cold weather puts an added strain on the heart. Be aware of symptoms of dehydration.

Keep dry. Change wet clothing frequently to prevent loss of body heat. Wet clothing loses all of its insulation value and transmits heat rapidly.

Be aware of Frostbite and Hypothermia

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

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, frequent stumbling, drowsiness, and exhaustion. If frostbite or hypothermia is suspected, begin warming the person slowly and seek immediate medical assistance. Warm the person's trunk first. Use your own body heat to help. 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.

TRANSPORTATION EMERGENCIES

Plane, train, and tanker truck accidents generally are not limited to the immediate area of the incident. The secondary threat of explosion and release of toxic vapors and fumes

should be anticipated and an evacuation of the affected area should be conducted with special emphasis to the area down wind from the disaster.

A train derailment involving an explosion or release of toxic gas may require immediate evacuation of the university. In this case, the immediate potential for harm will require exit from the university by foot or automobile in a direction opposite the danger source. On campus, rally points would not be used, as they are in the danger zone. It can reasonably be anticipated that there would not be sufficient time to mobilize buses and transport people off the campus using the on campus evacuation plan described above.

Generally, if there were a toxic spill and/or release of toxic gas, the safest plan of action would be to immediately move away from the area at right angles to the prevailing wind and seek an area of higher elevation.

SEVERE WEATHER/DISASTER INSTRUCTIONS

A disaster can occur at any time, at any place. Members of the University community should take precautions to alleviate the discomforts of possible primitive living during the period after a disaster by following these steps:

1. Know the location of the nearest shelter. A list of available shelters is as follows:

Primary–Student Center, on campus

Secondary–Christenberry Field House, west campus

The office of Residential Life will provide shelter for those occupants of on-campus housing that has been damaged or destroyed in the disaster.

2. Make plans to maintain family or group integrity, as much as possible.
3. Learn basic first aid techniques.
4. Have a small battery-powered radio and flashlight in case of electrical failures.
5. Keep several large plastic or glass containers of drinking water on hand.
6. Take on necessary items to the shelter. The following items are suggested:
 - a. Blankets
 - b. Warm clothing
 - c. Toilet articles
 - d. Flash light
 - e. Prescribed medicine
 - f. Magazines and playing cards
 - g. Pillow
 - h. Plastic bags
 - i. Portable radio

- j. Water
- k. Food

APPENDIX A

AUGUSTA STATE UNIVERSITY POLICE RESPONSE TO A HOSTILE INTRUDER SITUATION

There has been an increase in not only the number but also the severity of violent incidents in schools in the past few years. It is apparent that campuses of higher education need to be prepared in case there are similar incidents on campus or at University Village. We (police) have been trained in many different areas for responses to specific situations. The events and incidents of the past several years have given us the opportunity to review and revise policy and procedure in reference to the response to a hostile or aggressive intruder. Time is of the essence and an officer's quick and decisive actions may very well be the difference between life and death for some of our University family members. The University as a whole must be prepared to put this plan into effect and minimize the damage that a hostile intruder can evoke.

- 1. Intruder in residence hall or an academic building actively causing deadly harm or the threat of imminent deadly harm to person(s):**
 - a. Officer(s) are dispatched to the location where the hostile intruder has been reported.
 - b. The communications officer must ascertain as much information about the situation and relay it to the responding officer(s).
 - c. Richmond County Sheriff's Office and/or GBI will be notified and officially requested to respond. These agencies will be given the most current information on the situation so that they can respond with the appropriate personnel and equipment.
 - d. If upon arrival, the responding officer(s) is confronted with the fact that the intruder is actively harming or killing individuals, the threat that the hostile intruder poses must be neutralized in one of three ways:
 1. The responding officer(s) confront, contain, and are able to subdue and apprehend the intruder with the use of less than lethal force.
 2. The responding officer(s) are able to contain the subject to a location and no further deadly harm is actively being inflicted upon members of the University.
 3. The hostile intruder is confronted; the officer(s) is unable to subdue, apprehend or contain the subject and the subject continues

to pose a threat of death or serious physical injury, the subject is to then be rendered harmless by the use of the appropriate level of force to include if necessary, deadly force.

The ultimate goal is to neutralize the threat. In any circumstances, time is very important and the responding officer(s) must take quick and decisive action and stop the violence as soon as possible. Any delay could mean additional deaths to the University members by the hostile intruder(s).

- e. Do not sound the fire alarm to evacuate building. Persons may be placed in harm's way when they are attempting to evacuate the building.
- f. Be aware that persons should be locking themselves in classrooms offices or their apartment.
- g. If the intruder can be contained, the violence stopped, and the situation has stabilized then the officer will have two options:
 - i Continue to contain the situation and await further assistance.
 - ii Apprehend the subject utilizing maximum officer safety.

Officers must be aware of their own capabilities in any attempt to apprehend a subject in this type of situation. **Remember that one Scenario that could materialize would be to have an officer's Weapon being taken and used to inflict additional deaths or Injuries on the university community.**

2. Hostile Intruder in a residence hall actively causing deadly harm or the imminent threat of deadly harm:

- a. Follow same procedures as the academic building.
- b. Some students may have to be locked in other students' rooms if they are caught in the hall and away from their rooms.

3. Hostile person is on the grounds actively causing deadly harm or the imminent Threat of deadly harm:

- a. After receiving a call, approach this outside location with extreme caution.
- b. When you arrive, a scenario may exist with an extraordinary amount of confusion, disbelief, and panic. People could be running in all different directions.
- c. Try to choose to cover for yourself so you will not be in the path of the hostile intruder.

- d. If the hostile intruder is actively trying to kill people on the grounds, the hostile intruder will be confronted; if the officer(s) is unable to subdue, apprehend or contain the subject and the subject continues to pose a threat of death or serious physical injury, the subject is to then be rendered harmless by the use of the appropriate level of force to include if necessary, deadly force.
- e. Officers must be aware of their own capabilities in any attempt to apprehend a subject in this type of situation. Remember that one of the worst scenarios that could materialize would be to have an officer's weapon taken and used to inflict additional deaths or injuries on the University Village members.
- f. If you contain the subject, warn the public to stay clear.
- g. Be prepared for the subject to attempt to flee during the containment process.
- h. Richmond County Sheriff's Office and/or GBI will be notified and officially requested to respond. These agencies will be given the most current information on the situation so that they can respond with the appropriate personnel and equipment.

PROCEDURE FOR THE UNIVERSITY COMMUNITY WHEN A HOSTILE INTRUDER(S) IS ON THE GROUNDS OF ANY UNIVERSITY PROPERTY

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on ASU property, we recommend the following procedures be implemented.

- **Notify Law Enforcement at (706) 729-2911 or 911 as soon as possible.**
- In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life
- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line.
- While you are running, use vehicles, bushes, trees and anything else that could possibly block your view from the hostile person(s).

- If you can get away from the immediate area of danger, summon help and warn others.
- If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area. Remain in place until an “all clear” is given by an authorized person or law enforcement official.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, it may be safer to choose to play dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, obey all commands and do not look the intruder in the eyes.
- **HOSTAGE SITUATION**--Stay calm, appear submissive, and do not make eye contact. Don't be a hero. Follow instructions of captor. Let them be in-charge. Cooperate; be friendly if possible; don't argue with or antagonize captor or other hostages. Inform captors of medical or other needs. Speak in a calm even tone. Give an appearance of calmness so everyone will feel more at ease. Be prepared to wait; elapsed time is a good sign. Don't try to escape; don't try to resolve situation by force. Be observant and remember everything that is seen or heard. If a rescue takes place, lie on the floor, face down, and await instructions from rescuers.
- Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

This guide cannot cover every possible situation that might occur, but it is a tool that can reduce the number of injuries or deaths if initiated as soon as a situation develops. Time is the most critical factor in responding to emergency situations. REMEMBER SAFETY IS EVERYONE'S BUSINESS!

APPENDIX B

WORKPLACE VIOLENCE PROCEDURES

Purpose

Augusta State University is committed to maintaining a work environment that is free from acts or threats of violence. The safety and security of Augusta State University staff, faculty, students, and visitors are of vital importance.

Policy

Violent or threatening behavior directed at staff, faculty, students or visitors, oneself, or property will not be tolerated at Augusta State University. This policy applies to any acts of violence or threats made on ASU property, at ASU events, or under other circumstances that may negatively affect ASU's ability to conduct business. Included in this prohibition are such acts or threats of violence on the University's right or obligation to provide a safe work place for its employees, students and visitors.

Prohibited Behaviors

Augusta State University defines violence as follows and prohibits:

1. The use of physical force with the intent to commit harm;
2. Acts or threats in any manner or from which are intended to intimidate, coerce, or cause fear of harm;
3. Acts or threats of violence made directly by words, gestures or symbols;
4. Property crimes that would reasonably be anticipated to have the effect of intimidating or cause fear of harm.

Employees, students, and visitors may not possess, carry, or store firearms, edged weapons, martial arts weapons, or blunt force weapons on University property, to include privately owned vehicles parked on university grounds. This restriction shall not apply to university-issued weapons carried by police officers in the performance of their duties, tools that are used by employees in the performance of their duties, weapons used for educational, demonstration or theatrical purposes as part of the university curriculum, or otherwise, legal items such as a small penknife or pocket knife carried or possessed without the intent of injuring, threatening or intimidating others. (For additional information § 16-11-127.1. Carrying weapons within school safety zones, at school functions, or on school property)

Preventive measures

Training

Workplace violence training shall be offered through the Human Resources Department and Public Safety.

Pre- and Post- Employment Screening

The human resources department will insure that employment reference checks of prospective employees are conducted. A criminal background check of candidates to whom an offer of employment is extended will be conducted. In certain circumstances and with cause, the Public Safety Department will conduct a criminal background check of any employee thought to pose a threat of violence.

Action in Response to Violence, Abusive or Threatening Behavior

During or immediately after any incident, the University Police will be called to establish order and control the area.

A post-incident team consisting of the director of Public Relations, the director of Public Safety, the director of Human Resources , and the director of Counseling Services shall insure that proper attention is given to medical, law enforcement, counseling, and employment and public relations issues. If a student is involved, the post-incident team shall include the vice president for Student Services.

The chief of University Police will prepare a workplace violence report on or about January 1 of each year. The report will enumerate the number of workplace violence incidents in the previous year and make recommendations as appropriate.

University Premises

For the purpose of this, policy, the workplace and university premises are defined as:

1. The physical premises of Augusta State University in Augusta Georgia, as well as any other premises owned or controlled by Augusta State University;
2. Such other properties that are rented or leased by Augusta State University;
3. Motor vehicles that are owned or leased by Augusta State University;
4. Locations to which an employee is assigned in the performance of his or her duties;
5. Location in which a student is present at a university-sponsored event or activity;
6. Extensions of the physical workplace in the case of incidents that begin on campus and proceed off-premises, e.g., stalking.

Sanctions

Violation of this policy by any employee will result in disciplinary action that may result in termination of employment and/or criminal prosecution. Violations by; student will result in university judicial action and/or criminal prosecution. Violations by groups or individuals who are neither employees nor student will result in restriction from university property and/or criminal prosecution.

APPENDIX C

SHELTER IN PLACE

Notify ASU POLICE: (706) 729-2911 or 911

Employees, students, and visitors may be asked to shelter in place when it is unsafe to be outside due to a campus emergency, chemical spill, active shooter or ongoing incident in another location. Public Safety and/or University Administration will advise when to shelter in place. All students, visitors, employees must stay in current location or area

designated by University Authorities. If away from your regular area, seek the nearest building, office or classroom. Secure the door if possible. Stay in place until given the all clear.

If you are in a classroom: STAY THERE, secure the door, **Notify ASU POLICE: (706) 729-2911 or 911**, lock, wedge, or barricade the door. Consider quietly exiting a ground floor window, if safe. If you can't exit a window, stay away from the door, stay low and be quiet. The shooter may bang on the door and yell for help to entice you to open the door. If police are not on the scene yet, move well away from the incident, find a safe cover position, and wait for police to arrive. When instructed to exit, proceed to the safest exit to leave the building and then move toward any police vehicle. Keep your hands on your head and follow the exact directions from the police.

Bottom Line: Seek cover. **Notify ASU POLICE: (706) 729-2911 or 911.** Move away from the immediate path of danger. Distance yourself from the shooter. Put something between you and the shooter! Thinking and planning about a shooter on campus NOW, will help you make better decisions during a critical incident.

APPENDIX D

POLICY AND PROCEDURE FOR RESPONDING TO A STAFF, FACULTY, OR STUDENT DEATH

It is important that the Human Resources Office, vice president of Student Affairs, the Office of Public Relations and Publications, and the University Police communicate throughout the entire process.

Introduction

The death of a student, staff or faculty member is a serious loss to our community and should be responded to in a sensitive, caring, and cohesive manner. Each case will be different and not every circumstance can be predicted; therefore, professional judgment is needed in every instance.

This document provides a policy statement, procedure, and guidelines to help ensure that proper notification and dissemination of information occur.

Death can be the result of natural and accidental causes, or it can be the result of a suicide or homicide. This document does not address the crisis management that is needed to prevent a death; it assumes that the death has occurred.

I. Policy

The **Augusta State University Police Department** is in charge of the scene of a campus death and will not release the scene until their investigation as to the cause of the death is completed. Once they release the scene, the building coordinator or residence life staff takes over as the person responsible for a

return to normalcy. The next of kin will be contacted by the appropriate university personnel.

The **Office of Public Relations and Publications** is responsible for any press releases issued by the campus, regardless of whether the death occurred on or off campus. All media inquiries shall be referred to the Office of Public Relations and Publications. The Police and Office of Public Relations and Publications will work closely to ensure that only the information cleared for public release is made available.

The **Department Head** (or designee) of the deceased employee's unit may arrange for a campus memorial service.

In case of a student death the vice president of Student Affairs (or designee) may arrange for a memorial service and for removal from the ASU Registrar's mailing list.

The **Human Resources Office** serves as the primary contact with the next of kin for coordinating appropriate disposition of health and welfare benefits (medical, life insurance, etc.) and counseling on the survivor benefits that may be payable from the campus and from the Board of Regents.

The vice president of Academic Affairs will assist in the event of a student death if applicable.

The number of people the Office of Public Relations and Publications contacts depends on their need-to-know and the specific circumstances of the death.

The next of kin should NOT be charged for any administrative or facility work that occurs as the result of death. Whenever possible, activities should be rescheduled, redirected, or reduced if they might intrude upon privacy of the family.

Family members who may not speak English or may have a disability, such as deafness, which needs to be considered, will directed to contact the Office of Disability Services for assistance.

II. Procedures

A. Death Occurs on Campus

1. Call Augusta State University Police (706) 729-2911

When death occurs on campus, the first notification must be made to the ASU Police Department. The chief of police (or designee) will notify the president, vice president for Business Operations, the vice president of Student Services, and the Office of Public Relations and Publications. Proceed with the remaining notifications only after the police have given authorization.

The police are in charge of the scene until it has been released. People must not be allowed to disrupt or touch anything in the area, and the scene should be kept clear. **DO NOT ENTER, DO NOT TOUCH THE VICTIM OR PROPERTY, AND DO NOT CONDUCT ANY SEARCHES.** If someone does inadvertently enter the scene, it should be reported to the police when they arrive. The police will judge the nature and the degree of investigation that is required, and have the authority to exclude family, friends, and employees from the scene until it is clear for entry.

The president (or designee) will be responsible for next of kin notification. No personal information about the victim will be released prior notification of next kin, and any other information regarding the incident shall be released only by the president, The Office of Public Relations and Publications, or the chief of Police.

APPENDIX E

CAMPUS AND RALLY POINT MAPS (LINK)

APPENDIX F

BUILDING MANAGER EMERGENCY CHECKLIST AND JOB RESPONSIBILITIES

A. Non Emergencies:

1. Make sure passageways by all entrances and exits are open and not blocked.
2. Make sure all occupants of the building know where the safe areas are in the building.
3. Make sure all occupants know where the Rally Point Area is located.
4. Make sure that all storage rooms in the building are kept in accordance with applicable OSHA standards.
5. Walk through building daily to identify maintenance issues and submit work order to Physical Plant where necessary.

6. Coordinate with the locksmith to review, approve and process all requests for keys in your area.
7. Conduct an annual fire drill coordinated through the fire department and the office of environmental health and safety.
8. Develop a Shelter in Place Plan for your buildings occupants.

B. Emergencies:

1. Sound the building emergency (fire) alarm in any situation that you believe, in your best judgment requires urgent notification of building occupants.
2. Immediately follow up with a call to the University Police **(706) 737-1401 or 911**. Call University Police **(706) 729-2911 or 911** or all fire and medical emergencies.
3. Put on your orange safety vest.
4. Check your assigned area. Note damage, location of casualties, and any hazards. Report this information to the University Police **(706) 729-2911**.
5. Report anyone who refuses to comply with your directions to evacuate to a University Police officer. Warn such persons that they remain in the building at their own peril.
6. **Do Not** attempt to compel anyone to evacuate.
7. Pay particular attention to casualties/disabled persons.
 - **Do Not** move casualties unless there is an immediate threat to their lives then move them only as far as the nearest stairwell or exit. **(The Fire Department Personnel or University Police may initiate an evacuation of casualties / disabled once the building situation is clear)**.
 - Leave a volunteer with each casualty/disabled person, if possible. Volunteers may help provide first aid assistance, if qualified, and move the casualty if a threat develops. **(Disabled persons are encouraged to take personal responsibility to arrange emergency assistance with instructors and classmates or colleagues before an emergency)**.
8. Report to your designated rally point and stand by.
9. If asked to do so, help secure your building entrances. Remember to stay clear of overhead hazards. Keep people as far from buildings as possible.
 - Your building is clear for re-entry when the building emergency (fire) alarm is silenced.

10. If you elect to leave campus, check out with your supervisor before leaving.

- Have an emergency kit at your desk or in your car. (Including stout leather shoes, food, water, cash, prescription medication, keys, etc.)
- **Have a family emergency plan.**

BUILDING MANAGERS

July 6, 2009

In case of a disaster or extreme emergency situation on campus, be prepared to telephone the following if necessary:

Bldg./Person	Office
Allgood Hall, Brenda Illidge (Alt) Linda Ellison	737-1592
Alumni Annex, Stephanie Woodward (Alt) Candy Widener	737-1759
Alumni House, Stephanie Woodward (Alt) Candy Widener	737-1759
Archaeology Lab, Jennifer Trunzo (Alt) Janet Jordan	737-1709
Baseball Storage, Tom Grant (Alt) Ted McNeal	737-1401
Bellevue Hall, Tiffani Jones (Alt) Lou Merkel	667-4828

July 2009

Benet House, Patty Peabody (Alt) Valerie Garner	737-1632
Boykin Wright, Robert Mays (Alt) Patricia Hyatt	737-1471
Central Services, Leon Smith (Alt) Dennis Thompson	737-1478
Central Utilities Plant, Jim Smith (Alt) Steve Zimmerman	737-1590
Ceramics/Sculpture, P.Hollingsworth	667-4881
CFH Storage, Jeff Peterson	737-1590
CFH, Jason Gribek (Alt) Quindeic Rhones	667-4950
Fanning Hall, Ettie Westjohn (Alt) Cookie Eubanks	737-1770
Field Lab, Michael Whitley (Alt) David Saunders	667-4649
Fine Arts, Angela Morgan (Alt) Margie Russ	737-1453
Galloway Hall, Shelonda Houston (Alt) Beverley Bailey-Fulton	737-1636
Greenhouse, Charlotte Christy (Alt) Stacy Bennetts	737-1539
Guard House, Jennifer Trunzo (Alt) Janet Jordan	737-1709
Human Resources, Walt Alexanderson (Alt) Patricia Harris	737-1763
Jaguar S. A. C. Eddie Howard (Alt) Victoria Hanson	737-1610
Literacy Center, Paulette Harris (Alt) Harold Benge	733-7043
Payne Hall, Debra Smith (Alt) Fran Sunderland	737-7939
Performing Arts, Kelly Thomas (Alt) Steve Proctor	729-2310
Public Safety, Tom Grant (Alt) Ted McNeal	737-1401
Radio Station/CETC, Mary E. Cheatham (Alt) Laura Coleman	731-7091
Rains Hall, Heather Hopkins (Alt) Tunisia Williams	729-2388
Reese Library, Michelle Deloach (Alt) Camilla Reid	667-4901
ROTC Garage, Michael Whitley	667-4649
Science Hall, Brenda Illidge (Alt) Dane Scarff	737-1592
Swimming Pool, Eddie Howard (Alt) Victoria Hanson	667-1610
Testing & Disability, Felicia James	737-1469

(Alt) Angie Kitchens University Hall, Brenda Illidge	737-1592
(Alt) Teresa Johnson Washington Hall, Brenda Illidge	737-1592
(Alt) Maggie Witherington Wm. S. Morris Studio, David Freeman	737-1590

- Please maintain privacy
- Please use area code 706 unless otherwise listed

AUGUSTA STATE UNIVERSITY EMERGENCY ACTION PLAN SUMMARY

IMPORTANT EMERGENCY PHONE NUMBERS: Emergency line (706) 729-2911 The Augusta State University Police Department is the primary contact for all campus emergencies. Calls will be routed to the appropriate campus and / or local responder from ASU Police Dispatch.
ASU: (706) 729-2911 or 911

Emergency Response Actions:

Fire

When the fire alarm is activated, evacuation is mandatory. **Evacuate the building immediately.** Do not use the elevators. Take personal belongings with you (keys, purses, wallets, etc.) **Notify ASU POLICE: (706) 729-2911 or 911.** Proceed to your designated **RALLY POINT.** Follow directions given by your building's emergency coordinator, fire department or the police. Help those needing assistance to move from the area. Do not re-enter the building until authorized to do so by emergency personnel.

Armed Intruder

Notify ASU POLICE: (706) 729-2911 or 911. In case of an immediate life-threatening

event, each individual should take whatever actions are necessary to protect his or her own life. If it is possible to flee the area safely and avoid danger, do so. If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area. Remain in place until an “all clear” is given by an authorized person or law enforcement official.

Hostage Situation

Stay calm, appear submissive, and do not make eye contact. Don't be a hero. Follow instructions of captor. Let them be in-charge. Cooperate; be friendly if possible; don't argue with or antagonize captor or other hostages. Inform captors of medical or other needs. Speak in a calm even tone. Give an appearance of calmness so everyone will feel more at ease. Be prepared to wait; elapsed time is a good sign. Don't try to escape; don't try to resolve situation by force. Be observant and remember everything that is seen or heard. If a rescue takes place, lie on the floor, face down, and await instructions from rescuers.

SHELTER IN PLACE

Notify ASU POLICE: (706) 729-2911 or 911

Employees, students, and visitors may be asked to shelter in place when it is unsafe to be outside due to a campus emergency, chemical spill, active shooter or ongoing incident in another location. Public Safety and/or University Administration will advise when to shelter in place. All students, visitors, employees must stay in current location or area designated by University Authorities. If away from your regular area, seek the nearest building, office or classroom. Secure the door if possible. Stay in place until given the all clear.

If you are in a classroom: STAY THERE, secure the door, **Notify ASU POLICE: (706) 729-2911 or 911**, lock, wedge, or barricade the door. Consider quietly exiting a ground floor window, if safe. If you can't exit a window, stay away from the door, stay low and be quiet. The shooter may bang on the door and yell for help to entice you to open the door. If police are not on the scene yet, move well away from the incident, find a safe cover position, and wait for police to arrive. When instructed to exit, proceed to the safest exit to leave the building and then move toward any police vehicle. Keep your hands on your head and follow the exact directions from the police.

Bottom Line: Seek cover. **Notify ASU POLICE: (706) 729-2911 or 911.** Move away from the immediate path of danger. Distance yourself from the shooter. Put something between you and the shooter! Thinking and planning about a shooter on campus NOW, will help you make better decisions during a critical incident.

Tornado/Severe Weather

Monitor local Television and radio stations, NOAA weather radio, weather related internet sites, etc. Be prepared to take shelter on the lowest level of your building or in a designated **RALLY POINT**. Stay away from windows. Move to an interior hallway. Wait for an all clear notification prior to returning to your work area or classroom. If outdoors, lie in a ditch, low-lying area, or crouch near a strong building if shelter is not available or if there is no time to get indoors.

Medical Emergency

Call the ASU Police. Provide your name, location, number of people injured, and description of the medical emergency. Stay on the phone for instructions of what to do. Know the location of AED'S on campus.

Chemical Spill/Hazardous Materials Emergency

Notify ASU POLICE: (706) 729-2911 or 911. Provide information on the type of chemicals (if known), size of the spill and possible exposures. Evacuate the area and the building based on instructions from emergency personnel. The evacuated area should remain evacuated until an all clear indication is given by the appropriate authorities. Do not leave the area, as decontamination may need to be conducted.

On-Campus Rally Points and Emergency Transportation Points

Zone I – All buildings on the Walton Way (North) side of campus.

Rally Point – Parking Lot between University Hall and Galloway Hall.

Zone II – All buildings on the McDowell Street (South) side of campus.

Rally Point – Allgood Hall parking lot.

Zone III – Forest Hills, Christenberry Fieldhouse and Athletic fields.

Rally Point – Overflow parking lot, CHF.

Zone IV – University Village Rally Point – Bus Stop at entrance to University Village.

How Will You Be Notified of a Campus Emergency?

Emergency Notifications via Phones (Calling Post), Campus Email, Building Managers, NOAA Weather Radios, Local Television Station News, Local Radio Stations, ASU Web site www.aug.edu, Pipeline, Law Enforcement Personnel and Text Messaging.

REMEMBER

This guide cannot cover every possible situation that might occur, but it is a tool that can reduce the number of injuries or deaths if initiated as soon as a situation develops. Time is the most critical factor in responding to emergency situations.

REMEMBER SAFETY IS EVERYONE'S BUSINESS!