

**Emergency Preparedness Plan
For
Demorest and Athens**

Piedmont College has an Emergency Preparedness Plan to use for general guidelines in emergency situations and to prepare individuals for immediate crisis response. The plan provides actions the college administration, faculty, staff, students and campus visitors should take in the event of many different types of emergencies.

The first step in any emergency is to report the incident to campus police and call 911 (if needed) for emergency assistance:

Demorest Campus Police: 706-939-1349, 706-939-1350 or ext. 1105
Athens Campus Police: 706-433-1789 or 706-968-4453

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Regardless of the action necessary during an emergency, all parties involved are expected to apply good common sense and sound judgment to create a safe and secure environment for students, faculty, staff, and the local community.

A. INTRODUCTION AND GENERAL INFORMATION

This emergency plan is intended to ensure an appropriate response to the two general types of emergencies that are likely to affect the College community: large-scale natural or man-made disasters, and threats to campus safety.

Although no emergency plan can be exhaustive, this plan prescribes actions to take in most crisis scenarios. Because emergencies are often unpredictable, the procedures defined here are designed with flexibility to accommodate various scales of emergency disasters and law enforcement contingencies.

Regardless of the action necessary during an emergency, all parties involved are expected to apply good common sense and sound judgment to create a safe and secure environment for students, faculty, staff, and the local community.

1. **Scope of the Plan** - These procedures apply to all personnel, visitors, and students; and buildings and grounds owned and operated by Piedmont College in Demorest and Athens, Georgia.
2. **Purpose and Activation** - The emergency procedures contained herein are provided in order to enhance the protection of life and property through effective use of institutional and campus resources. If an emergency situation ever disrupts the college to the point that normal operations cannot continue, the President or the President's designees will declare a state of emergency and activate the preparedness plan for one or both campuses.
3. **Categories of Emergencies:**

Report ALL emergencies to the campus police at:

- **Demorest Campus Police:** 706-939-1349, 706-939-1350 or ext. 1105
 - **Athens Campus Police:** 706-433-1789 or 706-968-4453
- a. **Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capabilities of the institution. Depending on location, report emergency to Demorest or Athens Campus Police.
 - b. **Major Emergency:** Any incident, potential or actual, which will affect an entire building or buildings and disrupt the overall operation of the College. Outside emergency services likely will be required. Major tactical decisions also will be required from the College's senior administration during the crisis. Report emergency immediately to campus police and 911 for local emergency assistance.
 - c. **Disaster:** Any event or occurrence that seriously impairs or halts the operation of the College. In some cases, casualties or life-threatening conditions occur. A coordinated effort of campus resources will be required to effectively manage the situation, and outside emergency services will be essential. Report emergency immediately to Campus Police and 911 for local emergency assistance.

- d. **Other:** Large scale disorders that carry the potential of danger and disorder on campus should be reported immediately to Campus Police and to 911 for local emergency assistance.

B. ACTIVATING THE EMERGENCY NOTIFICATION PLAN

Whether an emergency occurs during or after normal business hours the first contact should be to Campus Police, who will determine how and whom to notify beyond them according to the level of activity on campus. **In the event of any emergency, report the location and existing conditions to:**

- **Demorest Campus Police:** 706-939-1349, 706-939-1350 or ext. 1105
- **Athens Campus Security:** 706-433-1789 or 706-968-4453

Campus Police will contact senior management to decide if and when to activate the Emergency Response Team and/or Campus Emergency Notification Procedures.

C. EMERGENCY RESPONSE TEAM AND CRITICAL CAMPUS SUPPORT

When emergency conditions are such that normal College operational efforts can no longer deal effectively with the emergency, Campus Police will notify the Emergency Response Team(s) who will assemble and begin operations under the direction of the President with each team member contacting other key personnel.

D. EMERGENCY COMMUNICATION CENTER

An Emergency Communication Center will be set up under direction of the President with the location determined by power availability.

E. EMERGENCY NOTIFICATION PROCEDURES

Piedmont College, to the extent practical and feasible, notifies and informs its constituents regarding emergency and/or threatening situations. Depending on particular situations and circumstances, the College will utilize one or more of the following communication procedures (person responsible to activate listed in parentheses):

1. **Campus E-Alert System:** Information regarding campus closings, emergencies, and/or threatening situations will be sent via text message to all subscribers. **(IT Director)**
To sign up go to: <http://www2.piedmont.edu/alert>
2. **Piedmont College Web Site:** Information regarding campus closings, emergencies and/or threatening situations will be posted on the College's web site. **(Public Relations Director)**

3. **Media Outlets:** The College utilizes local television and radio stations to provide emergency notifications. **(Public Relations Director)**
4. **Campus E-Mail:** Students, faculty, and staff receive emergency notifications and information via their respective Piedmont College email accounts.
(Faculty/Staff Email: Human Resources Student Email: IT Director)
5. **Siren and Public Address System:**
 - **Demorest Campus:** Constituents may be alerted to potential severe weather and/or threatening situations by a siren alert followed by recorded or live voice instructions. **(Chief of Police)**
 - **Athens Campus:** Constituents may be alerted to potential severe weather and/or threatening situations by an emergency notification system inside the buildings on the Athens campus and by Campus Security. The campus is also covered by the Athens-Clarke County siren system in the event the emergency or threat is widespread. **(Athens Campus Police)**

6. Campus Emergency Notification Call Lists

To communicate emergency messages during a normal weekday, designated college offices will use call lists to send the message throughout the campus or campuses. If immediate contact cannot be made at any point in the communication process, campus police should be notified to physically visit the area(s).

- Demorest Campus Police at 706-939-1349, 706-939-1350, or ext. 1105, or
- Athens Campus Security at 706-433-1789 or 706-968-4453

Demorest and Athens Campus Police will play an integral role in any potential situation, and will maintain constant communications with the Office of the President and/or the Office of the Vice-President for the Athens Campus.

F. WEATHER-RELATED EMERGENCIES

1. **Warning:** Severe weather warnings are issued by the National Weather Service and sent to area radio and television stations.
 - a. **Preparation:** The President of the College, with assistance from the Executive Vice-President for Institutional Resources, the Vice-President for Academic Affairs, and (if Athens Campus) the Vice President for the Athens Campus will decide whether to dismiss, delay or cancel classes due to severe weather conditions. The decision will depend much on the time of day the severe weather arrives.
 - b. **Cancellation of Day Classes:** If necessary, a decision should be made by 6:30 a.m. whether to delay or cancel day classes based on existing and projected road conditions, weather forecasts and current conditions.

- c. **Cancellation of Evening Classes:** If necessary, a decision should be made by 3:30 p.m. whether to delay or cancel evening classes based on existing and projected road conditions, weather forecasts and current conditions.
- d. **Inclement Weather:** If the school will be closed due to inclement weather, the Director of Public Information will contact the appropriate media outlets and operation notices will be announced via the College email system, the Piedmont College web site and the E-Alert system. On the Athens Campus, the Vice President for the Athens Campus will work in conjunction with the Director of Public Information using the same notification process.

2. Tornado

Campus Police will notify the various departments and offices of the College that a watch or warning signal has been issued. In Demorest the on-campus siren/public address system will be activated to notify of a tornado warning. In Athens, the Athens Clarke County siren system will notify individuals of a tornado warning.

- a. **Tornado Watch:** When a *WATCH* signal has been received, normal campus activities will be continued.
- b. **Tornado Warning:** When a *WARNING* signal has been received, those receiving the message will direct those under their charge to the shelter area designated for that area.
 - 1. If there is time prior to departing, open as many windows as possible in the area being left. If there is no time, depart without opening windows.
 - 2. Upon leaving the area, close but do not lock the door. Proceed quickly to a sheltered area. If a person is injured, report the injury to the nearest faculty or staff member.
- c. **Designated Safe Areas:** Interior ground floor locations without windows are the safest places in most buildings. In the event of a tornado warning, please move immediately to the safest location nearest you.

G. MEDICAL EMERGENCIES

When medical emergencies arise on campus request first response assistance from Campus Police at:

Demorest Campus 706-939-1349, 706-939-1350 or ext. 1105
Athens Campus: 706-433-1789 or 706-968-4453

Either you or Campus Police should call 911 for assistance and report the incident to your supervisor or, if a student, to Student Services.

- 1. **Accidental Injury to Students, Staff or Visitors:**
 - a. Apply First Aid.

- b. Call Campus Police and, if appropriate, dial 911 for assistance.
 - c. If requested, contact spouse/relative for employee/student or visitor.
 - d. Promptly inform immediate supervisor of injury.
 - e. Complete necessary forms:
 - Staff and Supervisor Reports– both to complete a detailed report of the incident and forward to HR Office.
 - Student/Visitor- complete standard Accident/Incident Report form for Students/Visitors and forward to Business Office.
2. **Large Scale Emergencies:** Large scale medical emergencies such as localized influenza or disease outbreaks, etc. will be managed by the Emergency Response Team with the assistance of and in cooperation with local, state, and (when appropriate) federal health officials.

H. CAMPUS EMERGENCIES

This section contains the recommended procedures to be followed during specific types of emergencies. It is suggested that the procedures always be followed in sequence unless conditions dictate otherwise.

1. Fire

Whether response by the fire department is required or not, immediately report all fire incidents to Campus Police:

- **Demorest** at 706-939-1349 or 706-939-1350 or
- **Athens** at 706-433-1789 or 706-968-4453

In the event of a fire:

- a. **Minor Fire:** If the fire is minor, promptly discharge the fire extinguisher toward the base of the flame.
- b. **Major Fire:** If an emergency exists:
 - 3. Activate the fire alarm
 - 4. Call 911 and give location of fire
 - 5. Call Demorest or Athens Campus Police and

6. Leave the area immediately. Close, but do not lock doors behind you as you exit the building.

c. Evacuate: Evacuate the building following emergency evacuation routes posted on all interior doors. Evacuate buildings to a distance of at least 300 feet from the building.

1. Isolate the fire by closing all doors on your way out. **DO NOT LOCK THE DOORS.**
2. Assist injured and disabled persons.
3. **DO NOT** use elevators – use the stairways.
4. **DO NOT** stop for personal belongings or records.
5. **DO NOT** stand in smoke. Drop to your knees or stomach and crawl to the nearest exit covering your nose and mouth with a cloth to avoid inhaling smoke.
6. If ignited, drop and roll to extinguish fire.
7. Stay out of the way of emergency personnel.
8. Notify either emergency personnel or fire fighters on the scene if you suspect someone is trapped inside.
9. **DO NOT RETURN TO THE BUILDING** unless instructed to do so.

d. Trapped inside: If you become trapped:

1. Call 911, if possible
2. Open a window, if one is window is available, and place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
3. Stay near the floor where there is least smoke.
4. Cover your mouth with clothing to avoid inhaling smoke.
5. Do not open a door if smoke is pouring in or around the bottom, or it feels hot.
6. Shout to alert emergency personnel of your location.

e. Rescue: Do not attempt to rescue anyone. Notify emergency personnel immediately.

2. Evacuation

In the event an evacuation of the campus is necessary the following procedures should be followed:

- a. **Room Evacuation** – Students and employees will be asked to move to a shelter area in each building designated for gathering during emergencies. Room evacuation routes are posted inside classrooms, offices and study areas.
- b. **Building Evacuation** - Evacuation of a building will occur when an alarm sounds and/or upon notification by a Campus Police or an Emergency Response Team member. Evacuation routes that identify nearest exit doorways are posted in all public buildings. Once outside, evacuees should proceed to an all-clear area that is at least 300 feet from the affected building. Keep streets, hydrant areas, and walkways clear for emergency vehicles and authorized personnel.
- c. **Campus Evacuation** - Evacuation of all or part of the campus grounds will be announced by Campus Police and shall take place without delay.

3. Lock-down and Shelter-in-Place

A lock-down is used to protect building occupants in the case of an emergency. This requires the residents of a building to “Shelter in Place” where they are located once an emergency is identified and declared by the President, or appropriate delegate, unless there is a specific threat within the building that requires them to exit.

During a lock-down police and other emergency personnel respond to the emergency. Piedmont College has 24-hour-a-day police protection through our own Campus Police who are fully trained in the use of firearms and carry weapons at all times. The College is also connected to a network of police and emergency support that allows police and other emergency personnel to coordinate their response across agencies.

- a. **Campus Buildings:** All campus buildings will be locked to prevent entrance from the outside. The resident director, staff, or faculty member who has building keys will lock all exterior entrances. Students and personnel should not exit the building unless the situation in the building requires escape. Campus police may not be available to assist in the locking of the buildings if an emergency exists on campus.
- b. **Faculty and Students:** Faculty will move students to any lockable room in the building or remain in the classroom with the door barricaded if possible.
- c. **Residential Students:** Students in residence halls must remain in their rooms with the door locked.
- d. **Staff:** Staff will remain in their offices, or secure area, preferably without windows, with the door locked.
- e. **Lock-down Notification:** All students, faculty, staff and visitors to the college will be notified through Emergency Notification Call Lists. Access to campus by outside constituents may be denied during the emergency.

- f. **All-Clear Notification:** All Students, faculty and staff must remain in the building they are currently in until such time as the lock-down status is removed. Notification of an "All-Clear" will be transmitted through all previous available communications methods. You should monitor updates via Piedmont's website, e-mails and our Campus E-Alerts.

4. **Weapon Threat / Armed Intruder / Active Shooter**

Every situation is different and the threatened individual will have to rely on his/her best judgment as to the best course of action. Don't let curiosity mislead you. Don't assume, for instance, that the popping sound you hear must be a firecracker or sound from a movie being played in another classroom and go outside to investigate. Wait, listen, and if you believe at all that a dangerous situation is evolving, put this plan into action. Your own safety and the safety of others are the top priority. The following are general procedures.

NOTE: AT NO TIME SHOULD ANY FACULTY, STAFF, OR STUDENT CONFRONT AN ARMED INTRUDER.

- a. **Immediate or Imminent Violence:** Upon hearing shots or being notified an active shooter or armed intruder is on campus take the following steps:
 1. Immediately clear all students and staff from hallways. But do so only if safety permits.
 2. Close and lock all office and classrooms doors.
 3. Shut off all lights.
 4. Pull blinds down on windows if blinds are available and do so only if it can be done safely.
 5. Get yourself and others down on the floor and up against a solid interior wall.
 6. Stay out of sight and out of the line of fire of any windows.
 7. If possible, place yourself and others behind a solid object between you and any doors or windows (desks, file cabinets, chairs, and tables).
 8. If a door cannot be locked, begin piling and interlocking tables, chairs, and desks—anything available—against the door to block it and create a barrier.
 9. After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
 10. Allow no one to leave the secured area.
 11. If you find yourself in an open area and unable to find a secure office or room to lockdown in, run away from the sounds of gunfire as fast and far as possible.

12. If running away may somehow put you in danger, try to get behind a solid barrier. If possible, try to hide in a location that is out of sight.

b. Notify 911: If you have been alerted that a shooter or armed intruder is on campus, 911 has most likely been notified. If you are the one responding to hearing shots being fired, immediately call 911 when you are in a secure area. Realize that 911 lines may be jammed with other calls.

1. If you get through, say: "This is Piedmont College. We have an active shooter on campus. Gun shots fired. I am calling from _____ building.

2. If you have the information, inform the dispatcher of:

- Number of shooter(s)
- Direction of travel through or from building
- Race and gender of shooter(s)
- Color of clothing and garment type
- Physical features: height, weight, hair color, facial hair, glasses, tattoos.
- Type of weapon
- Name of shooter(s) if known
- Number of injured
- Type of injuries

3. **Follow law enforcement instructions.** Remain in your secure location and do not come out until the all-clear has been given by law enforcement or an administrator known to you. An unfamiliar voice or voices may be the shooter or shooters attempting to lure you from your place of safety. Do not respond to any voice commands until you can verify with certainty that the commands are being issued by a police officer or administrator whose voice you recognize.

4. **Ignore Fire Alarms:** Once you are aware an active shooter is on campus, ignore any fire alarms. The alarm may be a trick to draw you out into the open. Again, stay in your secure area, be quiet, and wait for the all clear to be given.

c. If Confronted By A Threatening Person

1. Remain as calm as possible. Be cooperative and patient. Time is on your side.

2. Offer to listen. Do not judge or argue with perceptions. Treat each concern as important and valid. A person in a crisis will only respond to someone who is willing to listen, understanding, respectful, and non-threatening.
3. Allow the hostile person his or her personal space (at least 3 feet).
4. If you are standing, stand at an angle to the individual rather than face-to-face.
5. Keep your hands in plain view, preferably at your sides.
6. Do not make gestures of physical contact that might seem threatening.
7. Maintain polite eye contact. Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when speaking. Ask/tell the person before you make any moves.
8. Be truthful - to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his or her grievances in a fair manner.
9. Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he or she helped formulate.
10. Always look for a win-win outcome. Retaining dignity (saving face) is paramount to the person in crisis.
11. Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, what was said. Pay attention to details about the space you are in. If you are released or decide to escape, this information will be needed by police to ensure the safety of others.

5. Bomb Threat

All bomb threats must be taken seriously. Bomb threats can be delivered in a variety of ways including in-person, via telephone or in writing. The most dangerous means is in-person; the most common means is via telephone.

a. Telephone Bomb Threat:

1. Remain calm.
2. If the caller allows you to talk, ask questions from checklist in **APPENDIX A**; keep the caller talking as long as possible.
3. Signal a co-worker to call the Switchboard (dial 0) while you continue talking.
4. Switchboard should notify 911, Campus Police @ 706-939-1349 or 706-939-1350 (In Athens 706-433-1789) and the President.

5. The President or designee will facilitate an evacuation of the building, if deemed necessary, with the assistance of Campus Police and possibly the Police and/or Fire Department.
6. Return to the evacuated building will be allowed ONLY after the Emergency Response Team gives the "all clear" notification.

See Appendix A for the Telephone Bomb Threat Checklist

b. In-Person Bomb Threat:

1. Remain calm.
2. Do not approach the individual. Never get close enough that you could panic the person or be used as a hostage.
3. If possible, try to segregate the individual from others.
4. Try to draw the attention of one or two others so they can call (in order) 911 and then Switchboard (0).
5. Talk to the individual in a calm and rational manner; put the person and yourself at ease as much as possible.
6. Try to get the individual to speak; let the person do most of the talking; ask questions about the bomb, its location, and description.
7. Let law enforcement replace you as the negotiator when they arrive at the scene.
8. Once you leave the scene, relay all information to any other officer present.
9. Immediately write down everything you remember.
10. Remain accessible to law enforcement until you are told to do otherwise.

c. Bombs/Suspected Packages: If you should spot a suspicious object, package, etc., or if you suspect an item delivered to campus may be a bomb:

1. DO NOT MOVE, TOUCH OR TAMPER WITH THE ITEM!
2. Calmly notify others in the immediate area and evacuate.
3. If there is a fire alarm in your area, DO NOT ACTIVATE IT. You do not want to frighten everyone.
4. Call Campus Police:
 - Demorest Campus at 706-939-1349 or 706-939-1350 or
 - Athens Campus at 706-433-1789 or 706-968-4453

5. Call 911. DO NOT USE A CELL PHONE! A cell phone could potentially set off the package.
6. Stay calm when calling
7. Clearly state the type of emergency
8. Clearly state the location of the suspicious package or letter, your name, location and phone number from which you are calling.
9. Do not hang up until told to do so.
10. Call the Piedmont College Switchboard (dial 0), notify them that 911 has been called and emergency personnel are en-route. The Switchboard should notify the President.
11. Campus Police will assist with evacuation.
12. Return to area will be allowed ONLY after Campus Police or the Emergency Response Team gives the "all clear" notification.

I. HAZARDOUS MATERIAL LEAKS/SPILLS: (FLAMMABLE, TOXIC, CORROSIVE, OXYGENIC, CRYOGENIC)

If a gas cylinder or other chemical container should begin leaking and if, in the judgment of the persons responsible for such materials, it presents any danger to them or the other building occupants the following steps should be taken:

1. **Confine the substance:** by shutting the supply valve(s) and shutting the room door(s).
2. **Sound the building fire alarm:** so evacuation can begin.
3. **Evacuate to a safe area:** at least 300 feet away from the building. Do not return to the building until instructed that it is safe to do so.
4. **Call 911**
 - a. Stay calm when calling
 - b. Clearly tell the dispatcher you are reporting a chemical spill/release and the following information:
 1. Name of material (if known)
 2. Exact location of the spill or release
 3. Extent of contamination (i.e. water system, air handling system)
 4. Quantity (if known)

5. Appearance & characteristics (i.e. solid, liquid, gas, odor, color)
6. Injuries
7. Your name, department, and phone number you are calling from

c. Do not hang up until told to do so.

1. Contact the Assistant Vice President of Administrative Services office at ext. 1102 or 1144 and explain the situation. (In Athens, call the VP office at ext. 8806 or ext. 8185)
2. Call your administrator/supervisor.

J. PROCEDURES REVIEW, INSTRUCTION AND PRACTICE

- 1. Emergency Procedures Review: Annually, Piedmont College will conduct a review of the total Emergency Procedures and update it as necessary.**
- 2. Emergency Procedures Instruction:** During the fall of each academic year Piedmont College will disseminate to each faculty and staff member information reflecting changes to the College Emergency Procedures Plan.
- 3. Emergency Procedures Practice:** Practice drills or training will be conducted once a year. All College emergency personnel and occupants of the affected building(s) are to participate fully in the drills. Any procedural changes found necessary through conducting the drills are to be submitted to the Executive Vice President.

K. MAINTAINING THE PLAN

The Executive Vice-President for Institutional Resources and the Vice-President for the Athens Campus maintain, update, and distribute changes to this plan and, with the President, initiate actions necessary to effectively deal with disasters and disruptions affecting the College. They are responsible for the procurement and management of resources necessary for emergency operations, and for operating the Emergency Communications Center. Members of the Emergency Response Team assist in periodically evaluating and updating the Emergency Preparedness and Safety Plan.

The plan is effective upon its receipt and supersedes all other campus emergency disaster and disruption plans.

APPENDIX A: BOMB THREAT CHECKLIST (Fill out completely, immediately after bomb threat)

Questions to Ask:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____ Why? _____

What is your address? _____

What is your name? _____

Sex of caller _____ Age _____ Race _____ Length of call _____

Caller's Voice:

Calm	Slow	Laughing	Slurred	Lisp	Distinguished
Angry	Rapid	Crying	Stutter	Raspy	Cracking Voice
Excited	Soft	Normal	Accent	Ragged	Clearing throat
Loud	Distinct	Deep	Nasal	Familiar	Deep breathing

If familiar, whom did it sound like? _____

Background Sounds:

Street noise	House noises	Factory noises	Music	Clear
Crockery	Motor	Animal noises	Booth	Long Distance
Voices	Office machines	PA system	Local	Static

Other _____

Threat Language:

Well spoken (Educated)	Foul Irrational	Incoherent Taped	Message read by threat maker
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Remarks: _____

Name _____ Position _____

Phone: _____ Date: _____

Dial **911 immediately**