

# **EMERGENCY PROCEDURES QUICK REFERENCE GUIDE**



**GSU EMERGENCY MANAGEMENT  
404-413-0783**

**GSU POLICE: 404-413-3333  
ATLANTA FIRE RESUCE: 911**

## **Emergency Response - Order of Priority**

In any emergency situation, Georgia State University's overriding mission is to:

1. Protect life safety
2. Secure our critical infrastructure and facilities
3. Resume our research and educational programs

## **Emergency Action Levels:**

- A. **Level 1**- A localized, contained incident that is quickly resolved with internal resources or limited help.
- B. **Level 2**- A major emergency that impacts portions of the campus, and that may affect mission critical functions or life safety, or has the potential to pose a threat to life safety.
- C. **Level 3**- An emergency that involves the entire campus and/or surrounding community or poses a significant threat to life safety.

## **Emergency Communication Resources:**

1. Outdoor Emergency Broadcast System
2. Panther Alert (Message Mass Notification)
3. Web-based Emergency Messages
4. Emergency Operations Center
5. Phone Trees and Email
6. Police Vehicle Public Address (PA) System

## **General Evacuation Procedures**

When evacuating a building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Follow any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
- Move to the established Assembly Area and ensure accountability of building personnel is conducted in a timely manner
- Report any known or suspected missing persons

## **Emergency Evacuation Guidelines for People with Disabilities**

- Building occupants should be invited to volunteer ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and the evacuation path that will be followed.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
- If the situation is life threatening, call University Police at 404-413-3333.

## **Fire**

Evacuate as soon as you hear the fire alarm. A building occupant is required by law to evacuate the building when the fire alarm sounds.

If there is an actual fire or visible smoke:

- First, notify the Fire Department by pulling the nearest fire alarm (pull station) and, from a safe distance, call the University Police at 404-413-3333 or 911 to provide details of the situation.
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds.
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

## **Hazardous Materials Spill or Release**

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call University Police at (404) 413-3333 if you believe the spill may be life threatening. If you can determine that the spill is not life threatening, follow the procedures outlined below.

If You Spill A Hazardous Material or Materials:

- Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
- Isolate the spill area to keep everyone away, and post signs as necessary.
- Call University Police at (404)-413-3333. University Police will call the Office of Research Integrity (ORI).
- If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call University Police at 404-413-3333. University Police will contact the Office of Research Integrity (ORI). Appropriate agencies will be notified if the situation cannot be handled with internal capabilities or if the situation poses a threat to life safety.

## **Suspicious Packages**

### **For Suspicious Unopened Envelopes or Packages Marked with Threatening Messages:**

- Do not shake or empty the contents of any suspicious envelope or package.
- Place any suspicious envelope or package in a plastic bag or other type of container to prevent the contents from leaking.
- If you do not have a container, cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water to prevent spreading any substance to your face.
- Report the incident to University Police at (404) 413-3333 and notify your building officials or an available supervisor.
- If possible, list all people who were in the room or area when the envelope or package arrived. Give this list to responding authorities.

### **How to Identify Suspicious Envelopes or Packages**

A suspicious envelope or package might include the following:

Excessive postage

Handwritten or poorly typed address

Incorrect title

Title without name

Misspelling of common words

Oily stain, discoloration, or odor

No return address

Excessive weight

Lopsided or uneven envelope

Protruding wires or aluminum foil

Excessive security material such as masking tape, string, etc.

Visual distractions

Ticking sound

Restrictive endorsements, such as "personal" or "confidential"

City or state in the postmark that does not match the return address

## Natural Disasters

### **Tornado Watch and Warning:**

#### Sheltering during a storm if inside a building

- Go to the basement or to an inside hallway at the lowest level of the building
- Take your personal belongings if time permits (laptops, purses, book bags, etc.)
- Secure your work computer if time permits (logoff and shut down to minimize damage and potential loss of data)
- Lock offices and secure sensitive or confidential items (grade books, financial records, etc.) when time permits
- Avoid places with wide-span roofs such as auditoriums, theater style rooms, cafeterias, large hallways, or gymnasiums
- Stay away from exterior windows and doors as well as display cases, shelving, or wall mounted audio visual equipment that could collapse on top of you
- Get under a piece of sturdy furniture (if available) such as a workbench, heavy table, or desk, and hold on to it
- Use your arms to protect your head and neck

#### Sheltering during a storm if outdoors, in a vehicle, or on a campus bus

- Get inside a building, if possible
- Follow the instructions of your bus driver if you are riding campus transit or a city bus
- Lie in a low-lying area, or crouch near a strong building if shelter is not available or if there is no time to get indoors
- Be aware for the potential for flash flooding
- Use your arms to protect to your head and neck

#### Post storm suggestions

- Help injured, trapped, or persons with disabilities or special needs
- Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury. Call the University Police at (404) 413-3333 or 911 for help.
- Watch out for downed power lines and other damaged utilities when evacuating
- Turn on a radio or television to get the latest emergency information
- Stay out of damaged buildings. Return only when campus officials deem the building(s) to be safe
- Use telephones for emergency calls only after severe weather
- Avoid spilled medicines, bleaches, gasoline, or other flammable liquids. Do not attempt to clean up spills without proper equipment.
- Leave the buildings if you smell gas or chemical fumes and notify the University Police at (404) 413-3333

## **Winter Storm:**

The major dangers of winter storms are intense cold, power outages and breakdown of transportation due to poor visibility and road conditions.

One of three announcements will be made:

- University is open and operating on a regular schedule
- University is closed
- University will delay opening or specific events until a specific time

Announcements will be distributed in the following ways:

- Posting to the University home page ([www.gsu.edu](http://www.gsu.edu))
- Announcement through local media
- Panther Alert Mass Notification System

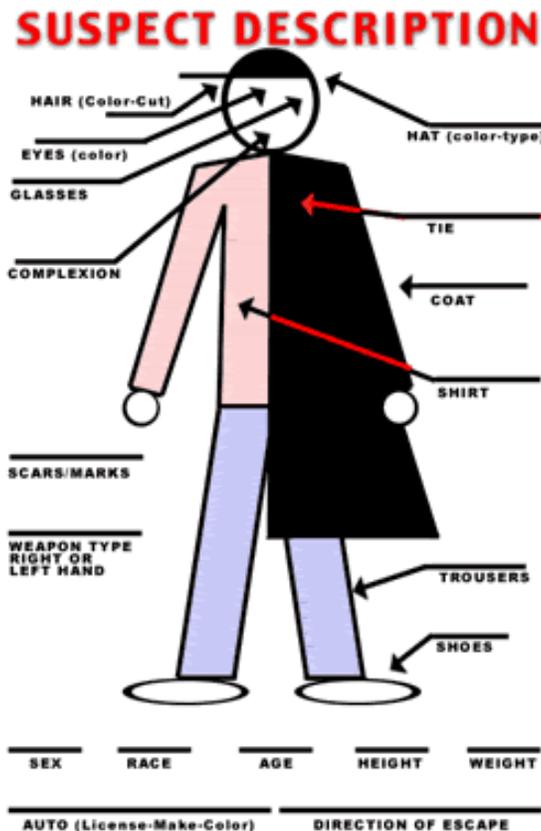
## **Earthquake:**

### Response Actions:

- Take cover immediately
- Direct others to get under a desk, chair or table for shelter
- Seek shelter between seating rows in a lecture hall or against a corridor wall if in a hallway
- If outside, move to an open area, away from buildings
- Report injuries to the University Police at (404) 413-3333
- Examine your area for damage and report damages to the Facilities and Services Customer Care Center at 404-413-0700
- Be alert for aftershocks, do not use elevators and evacuate carefully
- Await instructions from first responders and do not reenter buildings until they are examined

## Active Threat and/or Workplace Violence

- Call the University Police Department at **(404)-413-3333**
- In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life.
- **Perpetrator(s) Inside the Building:** 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.
- **Perpetrator(s) Outside the Building:** Close and lock (or barricade) all doors and windows. If you can do so safely, get all students and staff on the floor and out of the line of fire.
- Remain in place until an “all clear” is given by an authorized person or law enforcement official.
- Observe and make notes of the following if this can be done safely:
  - ❖ Descriptions of the people involved in the act
  - ❖ Vehicle(s) description
  - ❖ Types and number of weapons
  - ❖ Statements and other pertinent information



## **Criminal Activity / Unauthorized Person in the Building**

- Call (404) 413-3333 or 404-413-2100 for the University Police
- Relay any descriptive information about the intruder to the Police Dispatcher (physical, clothing, and vehicle description)
- Make sure the hallways and common areas are clear of students and staff
- Put a safe distance or barrier between yourself and the perpetrator —be prepared to seek protection in a nearby room or evacuate (if it is safe to do so) if the intruder/suspicious person approaches and is visibly armed with a weapon
- Monitor the location of the intruder/suspicious person, if monitoring can be done safely, and report his/her location to the University Police
- Initiate a building lock-down as necessary
- Inform all students and staff through your phone tree to stay in their offices or classrooms and lock the door (as applicable)
- Use an emergency communication system (i.e., intercom, handheld radio, call button, etc.)
- Notify all personnel to resume normal activities once the situation is resolved

### **Civil Disturbance/Demonstration Procedures:**

If a disturbance seems to threaten the occupants of the building, report it immediately to the University Police and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow directions from police.

## **Criminal or Violent Behavior**

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify University Police at 404-413-3333 as soon as possible and give them the following information:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify University Police at 404-413-3333.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

## **Explosion or Bomb Threat Procedures**

### If There Is An Explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call University Police at 413-3333.

### If You Receive a Bomb Threat:

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
  - When will it explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - Where did you leave it?
  - Did you place the bomb?
  - Who is the target?
  - Why did you plant it?
  - What is your address?
  - What is your name?
- Observe the caller's:
  - Speech patterns (accent, tone)
  - Emotional state (angry, agitated, calm, etc.)
  - Background noise (traffic, people talking and accents, music and type, etc.)
  - Age and gender
- Write down other data:
  - Date and time of call
  - How threat was received (letter, note, telephone)
- Call University Police at 404-413-3333 and submit your notes from the telephone call or the bomb threat (letter or note) to University Police.

### In Any Bomb Threat Situation:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to University Police at 404-413-3333.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.

### **Utility Failure/ Interruption:**

- Immediately report utility failures during regular work hours (**Monday - Friday 8:00 a.m. – 5:00 p.m.**) to the Facilities and Services Customer Care Center at 404-413-0700
- Immediately report data network and telephone system interruptions to the IS&T Technical Operations Center at (404)-413-4444, located in Room G8, Library South (24 hours operation)

Immediately report utility failures **after regular work hours, on weekends and on holidays** to the University Police Department at **(404) 413-3333**

### **Gas Leaks (Indoor):**

- Evacuate the area immediately
- Activate your phone tree to ensure everyone in the building is notified
- Call the Facilities and Services Customer Care Center at 404-413-0700 and the University Police Department at (404) 413-3333 to report the problem
- Do not switch on lights or any other electrical equipment. Do not smoke in the area.
- Account for all building personnel once outside and wait for further instructions from the Police and/or the Atlanta Fire Department

### **Gas Leaks (Outdoor):**

- Evacuate the area immediately
- Do not attempt to shut off gas or manipulate valves
- Call the Facilities and Services Customer Care Center at 404-413-0700 and the University Police Department at (404) 413-3333 to report the problem
- Prevent vehicular traffic and pedestrians from entering the area until the Police arrive to set up a perimeter
- Do not smoke in the area or move any vehicles that are parked near the broken gas line
- Follow the instructions of the Police Department and Atlanta Fire Department

### **Power Outage:**

- Report the outage to the Facilities and Services Customer Care Center at 404-413-0700 and the University Police Department at (404) 413-3333
- Help co-workers in darkened areas move to safer locations
- Secure current experimental work and keep refrigerators and freezers closed
- Unplug personal computers, appliances and non-essential electrical equipment
- Open windows for additional light and ventilation.

