

- Be familiar with the members of your Building Emergency Response Team— create an internal communications plan.
- Provide your colleagues with general information about emergency procedures.
- The beginning of each semester is an ideal time to discuss emergency procedures.
- Adding emergency information in your break room area is very effective.
- Know how to report an emergency from the classroom, laboratory or your office.
- Take charge of the personnel in your work area during an emergency.
- Follow the appropriate procedures for all building alarms or incident alerts.
- Ensure that personnel with disabilities or special needs have the information and assistance they may require during an emergency.
- Sign up for the university's emergency text messaging at www.gsu.edu/pantheralert

Georgia State University is committed to protecting the welfare of its community members and safeguarding the property and vital interests of the university. To meet this commitment, the university has established The Office of Emergency Management as well as a comprehensive Emergency Operations Plans. As a faculty or staff member, you play an important role in the implementation and effectiveness of these plans.



TO REPORT AN EMERGENCY:

Call the University Police at 404-413-3333

TO RECEIVE INFORMATION DURING AN EMERGENCY:

- Sign up to receive alerts and texts on your personal cell phone at www.gsu.edu/pantheralert
- During an emergency, go to www.gsu.edu to find further details of the event.
- Listen to instructions on the Indoor and Outdoor Public Address Speaker Systems

TO PROVIDE INFORMATION DURING AN EMERGENCY

- Call GSUPD at 404-413-3333; Identify yourself as an Emergency Coordinator and provide additional information
- Email ksumas1@gsu.edu or jmcwhorter@gsu.edu with the Subject line: Emergency Coordinator—Immediate Request!
- Upon notification of web-link, log into the Virtual Emergency Operations Center; utilize 'Reporting Section' to provide important information

TO RECEIVE PREPAREDNESS TRAINING:

- Email eoc@gsu.edu with the subject "Training Request" and describe the training you desire, the number of participants and someone will contact you to coordinate the training event.
- Specialized table-top exercises and drills are available for your Department or College
- On-going available training courses are listed at: www.gsu.edu/oem/35300.html

Georgia State university
Office of Emergency Management

15 Edgewood Avenue
Atlanta, Georgia 30303
website: www.gsu.edu/oem

Phone: 404-413-0783
Fax: 404-413-3231
Emergency Mgmt.: ksumas1@gsu.edu
Fire Safety: jmcwhorter@gsu.edu



Quick Emergency Action Guide for Staff Members

Important Information for
Georgia State University
Emergency Coordinators

Tel: 404-413-0783

Tornado

Tornado warnings require you to stay inside a building to protect others and yourself.

1. Stop work or activity.
2. Instruct others to stay in the building due to the emergency. Going outside poses a risk of injury or death.
3. Move to the lowest floor of the building if possible. Select an interior room or stairwell without windows and avoid rooms with mechanical equipment like fume hoods or other ventilation equipment, exterior windows or doors. Do not use the elevator.
4. If possible, find a room with a landline telephone as cell phone networks may be overwhelmed.
5. Listen to the radio or television and monitor e-mail and the GSU web page (www.gsu.edu), indoor and outdoor public address systems until you are told all is safe or to evacuate.

*To learn where the safest areas to shelter are located in your building, contact the Office of Emergency Management at 404-413-0783.



If you hear gunfire

If an armed person enters the building or you hear gunfire, take immediate steps to protect yourself and others.

1. Stop work or activity.
 2. If you are in an office, classroom or laboratory, immediately close the door and lock it if it has a lock. If it does not have a lock, use desks and chairs to block the doorway. If it is safe to do so, move to a safer area and away from the threat. Warn others of the danger.
 3. Stay away from windows and out of view. Take a position behind heavy furniture, a counter or anything that will hide your location and provide some cover. Stay hidden until the police arrive.
 4. If there are injuries or you have a description or location of the shooter or shooting, and a phone is available, call 404-413-3333.
 5. If you are in an open area, find a suitable room that might offer protection.
 6. If you are unable to get into a secured area and the gunman approaches you, your actions will depend solely on your judgment and capability. No strategy is 100 percent effective, but have a plan and DO something.
- To request specific training on how to respond to an Active Shooter, please contact GSUPD or Office of Emergency Management at eoc@gsu.edu or 404-413-0783.



Building Evacuation

In the event of a fire or other emergency that requires evacuation, take immediate action and provide guidance to others.

1. Stop work or activity
2. Instruct others to collect their personal belongings and follow you.
3. Immediately evacuate the building using the established and posted evacuation routes. If you do not know your route, select a path to get out of the building quickly.
4. Do not use elevators.
5. If you are able to safely assist mobility-impaired individuals in danger, do so. If not, immediately call GSUPD at 404-413-3333.
6. If the cause of the evacuation was a fire, do not attempt to extinguish the fire yourself unless you have received Fire Extinguisher Training and can safely extinguish the flame.
7. Once out of the building, gather at the pre-planned assembly area (across and away from the building) and ensure GSUPD know you are a Building Emergency Coordinator.
8. Do not re-enter the building for any Reason, unless requested and accompanied by GSUPD or the Fire Department.
9. Know the location of your building Fire Alarm Panel and sensitive area and at risk population/resources.