



EMERGENCY RESPONSE PROCEDURES

QUICK REFERENCE GUIDE

GSU EMERGENCY MANAGEMENT
404-413-0783

GSU CAMPUS POLICE
404-413-3333

LOCAL POLICE/FIRE
404-413-0783



EMERGENCY RESPONSE – ORDER OF PRIORITY



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ATLANTA CAMPUS MAP



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.



EMERGENCY COMMUNICATION RESOURCES

Panther Alert (Emergency Mass Notification)

- Phone
- Text
- Email
- Indoor Building Speakers
- Outdoor Building Speakers
- Twitter
- Facebook
- Desktop Alerts
- GSU Homepage
- Message Boards



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:

1. University is open and operating on a regular basis.
2. University is closed.
3. University will delay opening or specific events until a specific time.

Announcements will be distributed in the following ways:

- Posting to university homepage (www.gsu.edu)
- Announcement through local media.
- Panther Alert Mass Notarization System.



EARTHQUAKE

RESPONSE ACTION:

- 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 in the hallways
- 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 facilities and 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 re-enter



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 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 the extinguisher does not put out the fire.
- Move away from fire and smoke. Close doors and windows if time permits.
- Evacuate the building as soon as you hear the alarm sound – warn others nearby.
- 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 procedure outlined below.

IF YOU SPILL A HAZARDOUS MATERIALS 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). 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 ENVELOPS 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 ENVELOPS OR PACKAGES

A suspicious envelop 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
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GENERAL EVACUATION PROCEDURES

WHEN EVACUATING A BUILDING OR WORK AREA:

- Stay calm; do not rush and do not panic.
- Safely and immediately stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with
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 responder.
- you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close the door and window, but **DO NOT LOCK THEM.**
- Use the nearest safe stairs and proceed to the nearest exit. **DO NOT USE THE ELEVATOR.**
- Move to the established and designated Assembly Area and ensure responsibility 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 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 person(s) in their wheelchairs. This is standard practices to ensure the safety of disabled person(s) and volunteers. Wheelchairs will be evacuated later if possible.





GENERAL EVACUATION PROCEDURES

EMERGENCY EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES (con't)

- ALWAYS ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assigned 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.



NATURAL DISASTERS

TORNADO WARNINGS

- Go to basement or to an inside hallway at the lowest level of the building.
- Take your personal belongings if time permits (laptops, purses, book bag, etc.).
- Secure your work computer if time permits (logoff, shutdown to minimize damage and potential loss of data.
- Lock offices and secure sensitive or confidential items (grade books, personnel and financial records, etc.)
- 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 fall and collapse on top of you.
- Get under a piece of sturdy furniture (if available) such as a workbench, heavy table, or desk.
- Use your arms to protect 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, or further injury.
- 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 to enter.
- Use telephones for emergency call only after severe weather.
- Avoid spilled medicines, bleaches, gasoline, or flammable liquids. Do not attempt to clean up without proper equipment
- Leave the building if you smell gas or chemical fumes and notify the University Police at 404-413-3333.

UTILITY FAILURE / INTERRUPTION

IMMEDIATELY REPORT UTILITY FAILURES Facilities Customer Care Center Regular Work Hours 8:00 am- 5:15 pm 404-413-0700	IMMEDIATELY REPORT UTILITY FAILURES Facilities Customer Care Center After Regular Work Hours/Weekends 404-413-3333	IMMEDIATELY REPORT DATA NETWORK OR TELEPHONE INTERRUPTIONS ITT Technical Operations Center 404-413-4444
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GAS LEAKS (INDOOR):

- Evacuate the area immediate and notify 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.
- DO NOT turn on the lights or any other electrical equipment. DO NOT smoke in the area.
- Account for all the building personnel once outside and wait for further instructions from the police and/or fire department.

GAS LEAKS (OUTDOOR):

- Evacuate the area immediate and 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 (3333).
- 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 fire departments.

POWER OUTAGE:

- Report the outage to the Facilities and Services Customer Care Center at 404-413-0700 and the University Police Department 404-413-3333.
- Help coworkers in darkened areas move to a safer location.
- 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.



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.
- Call University Police at 404-413-3333

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 plan 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 taking, accents, music and type, etc.)
- Age and gender

Write down other data:

- Date and time of call and how threat was received (letter, note, telephone)

Call University Police at 404-413-3333 and submit your notes from the telephone call or bomb threat (letter or note) to University Police.



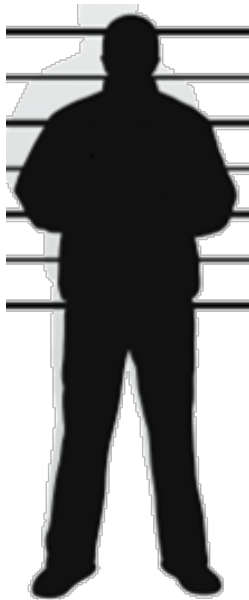
EXPLOSION OR BOMB THREAT PROCEDURES – (con't)

In any Bomb Threat Situation

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

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 possible, 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:



SUSPECT DESCRIPTION

- Descriptions of the people/suspects involved in the act
- Vehicle(2) description
- Types and number of weapons
- Statements and other pertinent information such as:
 - Hair color, cut
 - Eye color
 - Glasses
 - Complexion
 - Scars//marks
 - Weapon type (right/left-hand)
 - Hat (color, type)
 - Shirt/top
 - Tie
 - Coat
 - Trousers
 - Shoes



CRIMINAL ACTIVITY / UNAUTHORIZED PERSON IN THE BUILDING

- Call the University Police Department at 404-413-3333
- Relay an 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.
- 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 departments may decide to cease work operations.
- If necessary to evacuate, follow directions from the police.