

EMERGENCY OPERATIONS PROCEDURES

This digest is intended as a quick, classroom/lab reference for use in emergencies. Faculty, staff, and students should familiarize themselves with the Wiregrass Georgia Technical College Emergency Operations Plan to the maximum extent possible.

FIRE:

- Sound the alarm immediately and notify the Emergency Operations Team*.
- Call 911 to notify the fire department. Provide important details about the nature of the emergency.
- Only attempt to extinguish small fires using the proper fire suppression equipment.
- Evacuate the building following the posted emergency escape routes.
- Move to an area that is a safe distance from the building.
- Students and staff will be notified by a member of the Emergency Operations Team* when it is safe to return to the building.

SEVERE WEATHER:

- **TORNADO WATCH** – Staff notified, but no action necessary.
- **TORNADO WARNING** – A tornado has been spotted. Take shelter.
 - Proceed to a tornado safe area following the posted emergency response map.
 - Assume a kneeling position with head down and hands covering the head.
 - Teachers should close classroom doors after students have exited to the tornado safe areas.
 - Students and staff should wait for an “all clear” signal from the Emergency Response Team* before returning to their classroom or office.
- **SEVERE THUNDERSTORM** – Upon notification of a violent thunderstorm, a spotter should be posted.
 - Close all windows and blinds.
 - Move away from glass/window areas during the storm.
 - If a severe storm strikes the school, move to a tornado safe area and assume a kneeling position with head down and hands covering the head.
 - Stay in the head down position until the “all clear” is given by the Emergency Response Team*.

BOMB THREAT:

- Normal evacuation procedures will be used unless special instructions regarding a special change of procedures are announced. Evacuees should congregate at least 1000' from college campus property, if possible.
- PORTABLE RADIOS AND CELLULAR PHONES MUST NOT BE USED AND MUST BE TURNED OFF DURING A BOMB THREAT INCIDENT.

- Phone Threat – Obtain as many details as possible using the “Bomb Threat Checklist”; then call 911 to notify the police and fire department.
- Students will walk out of a designated exit in a quiet orderly manner. Each teacher should check the classroom and be the last individual to leave.
- Staff should be aware of unusual or suspicious boxes, packages, noises, devices, or disturbances in their classroom or in the hallway as they evacuate the building. Do not touch anything that looks suspicious. Report suspicious items to the Emergency Response Team*.
- Teachers will take their class roster as they exit the classroom so they can account for their students. Any students unaccounted for should be reported to the Emergency Operations Team*.
- Teachers will close windows and doors. Doors are to remain unlocked.
- Faculty, staff, and students will be notified by the Emergency Operations Team* when it is safe to return to the building.

INTRUDER/ACTIVE SHOOTER (CODE BLACK):

- **RUN**
 - Escape, if possible
 - Call 911
- **HIDE**
 - Lock and close the doors
 - Turn off lights and silence cell phones.
 - GET TO SAFE AREA
 - Remain quiet
 - Call 911
- **FIGHT**
 - Last Resort
 - Call 911

DEATH OR SERIOUS INJURY:

- Call 911 if injury or illness is determined to be of a nature that requires a medical doctor.
- Contact the Emergency Operations Team*.
- Determine injuries and provide first aid if possible.
- If the injured person(s) does not want an ambulance called, then respect their wishes. However, faculty and staff are not allowed to transport them to a medical facility by any means, including their personal vehicle or a state vehicle.

*EMERGENCY OPERATIONS TEAM:

- **DAY:**
 - President and Executive Vice President

- VP of Operations or Associate VP(s) – Leader
- Chief Information Officer
- Campus Police Officer
- Chief of Police
- VP for Enrollment Management
- **EVENING:**
 - Campus Police Officer - Leader