

CENTRAL GEORGIA TECHNICAL COLLEGE EMERGENCY PREPAREDNESS GUIDE FOR EMERGENCY RESPONSE

DEPARTMENT OF PUBLIC SAFETY

478-988-6993 Warner Robins ~ 478-757-3453 Macon ~ 478-445-2350 Milledgeville

This Emergency Preparedness Guide serves as a quick reference for CGTC personnel to allow for timely response to prevent injury or damage to property. This is only a guide and does not replace any more in-depth plans or procedures that are in place. Please become familiar with the policies, plans, or procedures which have been implemented and use this guide for the purpose of quick notification of first responding personnel. If the situation is critical call 911 or 8-911 from a campus phone and notify the Department of Public Safety immediately.

EVACUATION

During an emergency situation, it may become necessary to evacuate people from the main campus area to a location away from the college. Emergency staging areas will be designated by Department of Public Safety officials. This information will be announced at the time the order to evacuate is given.

PERSONNEL ACTIONS:

- The Department of Public Safety will give the order to evacuate to an off campus location.
- Department of Public Safety Personnel will coordinate the evacuation.
- Evacuating personnel should check in with Department of Public Safety personnel when they arrive at the staging area.

LOCK-DOWN

The college may need to initiate a lock-down procedure to manage any number of serious situations such as, trespass violation with a threat, domestic violence, active shooter, other violent individual, hostage situation, or other barricaded individual.

LOCK-DOWN PROCEDURE:

- Remain calm.
- All students remain in the classroom away from all windows and doors. Faculty will close and lock their doors. All students in the hallways will go to the nearest classroom.
- Close the blinds and turn off all the lights.
- All telecommunications should be limited to emergency use only.
- Wait for a signal from Public Safety personnel or other first responders before releasing any students.

ACCIDENTS AND MEDICAL EMERGENCIES

Personnel Actions:

- Call Public Safety.
- Call 911 or 8-911 from a campus phone if the situation warrants immediate action.
- Give your name, nature, and severity of the problem and the victim's location on campus.
- Stay with the injured or ill person until help arrives.

BOMB THREAT

IF YOU RECEIVE A BOMB THREAT BY PHONE:

- Stay calm.
- Record date and time of call.
- Record the phone number if displayed by Caller ID.
- Keep the caller on the phone as long as possible to collect as much information as possible.
- Signal for someone to contact the Department of Public Safety.

PERSONNEL ACTIONS:

- If an evacuation is ordered, look for Department of Public Safety personnel for guidance to a safe area. Remain in that area until advised to return.

REMAIN AT LEAST 1,000 FEET AWAY FROM THE BUILDING.

DURING AN EVACUATION PROCESS, PLEASE DO NOT USE ANY ELECTRONIC COMMUNICATION DEVICE UNTIL DIRECTED TO DO SO BY ON-SITE OFFICIALS.

FIRE AND SMOKE

PERSONNEL ACTIONS

- For smaller fires, direct the charge of the nearest fire extinguisher toward the base of the flame. Notify the Department of Public Safety.
- For larger fires, activate the nearest building alarm or call 911 or 8-911 from a campus phone.
- If an evacuation is ordered, look for Department of Public Safety Personnel for guidance. Do not return until told to do so by on-site personnel.
- Assist all disabled persons.
- DO NOT use elevators during a fire emergency.

SEVERE WEATHER

During a severe weather WATCH, continue normal activities. The Department of Public Safety and college administrators will monitor conditions. During a severe weather WARNING, an announcement will be made when to take cover and another announcement will be made when it is safe to resume activities.