Emergency Preparedness Plan

Updated March, 2006
LaGrange College
Emergency Preparedness Plan

Table of Contents

i. Foreword
ii. Objectives
iii. Authority
iv. Overview of Emergency Plan
v. Emergency Preparedness
vi. Review of Specific Emergencies
   • Severe Thunderstorms
   • Tornadoes
   • Snow and Ice
   • Earthquake
   • Fire
   • Gas leaks
   • Power Failure
   • Nuclear Emergency
   • Hostage Situation
   • Bomb Threats
   • Hazardous Accidents
   • Demonstrations and Disturbances
   • Serious Injury or Illness

vii. Evacuation Plan
viii. Evacuation of Wheelchair Students and Students on Crutches
ix. After a Disaster
x. Program Details
   • Overview
   • Category of Emergencies
LAGRANGE COLLEGE
Emergency Preparedness Plan

Foreword
Emergency preparedness is essential for maximum protection of the lives and property of LaGrange College. An effective emergency program demonstrates a realization of the seriousness of potential problems, full awareness of individual responsibilities, and recognition of the need for a workable plan, response and recovery.

Objectives
The purpose of this information and plan is to facilitate the orderly operation of the College in a serious emergency or disaster and the expedient return to normal operations. No single emergency plan can meet all the needs of each situation, but through cooperative efforts of all departments and assistance from outside agencies, this plan can be an important guideline to minimize problems and handle situations as effectively and efficiently as possible. SAFETY OF ALL PERSONNEL IS THE CRITICAL ISSUE.

Authority
This plan is prepared with assistance from the Troup County Emergency Management Agency and local fire protection. This Agency is responsible for handling the problems and dangers to county residents resulting from disasters of any origin, and may issue proclamations and regulations concerning disaster relief and related matters. They will be followed by campus administrators in charge and shall have full force and effect of the law.

Overview of Emergency Plan
Reporting an Emergency/Crisis
If emergency personnel are required (fire department, ambulance, police), immediately call 911. Tell the dispatcher the nature of the emergency and the location. If possible, wait for emergency personnel to arrive. Reports of all emergency situations and potential crisis should be forwarded to a college official (see call list). Depending on the nature of the emergency, the emergency weather monitor, TV or local radio station will be monitored by the Campus Services Office.

Declaration of an Emergency
A state of emergency will be declared and the emergency plan initiated by the College President. In the President’s absence, the Vice President for Academic Affairs & Dean, the Executive Vice President for Administration or Vice President for Student Life and Retention (in that order) can implement this plan. Immediately upon such declaration and initiation, the Vice President for Administration (or other administrator if unavailable) is responsible for staffing the switchboard with an operator. The Vice President for Administration and operator will begin the process of calling together the EMERGENCY RESPONSE TEAM and other college personnel according to the Emergency Call List.

Control Center
The Harwell Room in the Quillian Building will normally be the control center during an emergency situation. If the Quillian Building is incapacitated, the Student Center will be the alternate control center. Communication with the local police or sheriff’s department, state patrol, civil defense and other emergency agencies will be managed from the control center.

If operable, the campus phone system will be used for all communications. If the campus phone system is inoperable, emergency lines are available. Do not tie up these lines. In either case, campus radios used by Campus Services should be brought to the control center for assignment to authorized individuals.
Emergency Response Team
The Emergency Response Team is comprised of key campus personnel operating under the direction of the College President. The Emergency Response Team will make every effort to involve any outside agencies having jurisdiction in order to insure that the interest of the authorities, the surrounding community and the college are addressed and in proper balance. Team members, responsibilities and contact numbers can be found in the “Program Details” section.

Media Communications
In the case of an emergency, the Communications and Marketing Office will set up a media communication center. Communication to all media outlets will be managed from this Communications and Marketing Center. C&M will establish this media communication center near or at site of the control center. The complete crisis Communication Policy can be found in the “Program Details” section of this document.

Personnel Responsibilities
Senior administrators in each office are responsible for the personnel in that office. Faculty members are responsible for the students who are in their class during an emergency. All faculty and staff are asked to assist individuals with disabilities as needed.

Emergency Preparedness
Administrative departments within LaGrange College should develop emergency plans specific for that department. Previous to adopting the plan, the following should be considered:

1. Establish and maintain a current list of all department employees, including telephone numbers and street addresses.
2. Decide which employees may need to return to work in various types of emergencies.
3. Residence halls, physical plant and food service should keep emergency equipment readily available and maintain sufficient supplies and/or equipment to handle 3 - 5 days of emergency conditions.

Department heads should educate employees that may be used in emergency situations. They should be instructed:
1. Safety precautions relating to various emergency situations.
2. To be courteous, but not to talk to news media during an emergency situation. All media communications will be coordinated by the Communications and Marketing personnel.

Review of Specific Emergencies
A more thorough explanation of response can be found in the “Program Details” section of this plan.

Severe Thunderstorms
Severe thunderstorms include the possibility of damaging lightning, winds, hail and flash flooding. Students and staff should go inside a sturdy building, staying away from windows. If lightning is heavy and frequent, computers and other electrical appliances should be turned off if they are not needed. Under no circumstances should floodwaters be crossed, either by foot or car.

Tornadoes
A tornado WATCH is a forecast of the possibility of tornadoes in a large area; conditions are favorable for a tornado to develop. Normal activities should continue with the following precautions taken:

a. Upon issuance of a tornado watch through the weather monitor, public communications or police, the Campus Services personnel should be alerted of the situation by calling 8296 (during business hours), or 8196 after hours.
b. The emergency weather monitor or local radio station should be monitored constantly by the Campus Services Office and switchboard.

A tornado WARNING means that a tornado has been sighted or indicated by weather radar and may be approaching. The public warning siren system will be activated by the Troup County Emergency Management Agency.
The following steps should be taken immediately:

1. Take shelter. Students, faculty, and staff should take measures to protect themselves. Move immediately to basements, center hallways or bathrooms if time permits. Stay away from windows and large, open rooms. Take cover under heavy objects if possible and hold on to it. In building hallways, sit with your back to the walls; put your head between your knees and cover with your hands to protect your head.
2. Do not bother with opening or closing windows.
3. If you are outside, seek shelter in a building if time permits. Otherwise, lie down in a ditch or low area with your hands covering the back of your head and neck.
4. Do not stay in cars.
5. Students, faculty and staff should remain in the safety area until local emergency personnel or college administrators give notice that it is clear.

Snow and Ice Storms
Public warning is issued by the National Weather Bureau through the radio and television media when a severe snowstorm, blizzard, or ice storm is anticipated. Essential employees (Emergency Call List) will be notified by administrative officers if contingency plans or special duties are required of them. If necessary, emergency housing for stranded students and staff will be coordinated by the Student Life Office, in cooperation with Campus Services.

The decision to suspend classes will be made by the Vice President for Academic Affairs & Dean. Communications and Marketing personnel will notify the local radio and TV stations. If possible, the switchboard will be open to relay information.

Earthquake
Earthquakes can occur at any time, without warning, and may last up to 3 minutes. Often they are followed by aftershocks. In the event of an earthquake, students and staff who are indoors should stay indoors; those outdoors should stay outdoors. The danger of falling debris and flying glass makes entering and exiting a building hazardous.

Those indoors should get under a sturdy object (desk, table) and hold on. If nothing is available, brace yourself in a doorway or go to an interior hallway. Stay away from windows, glass and other objects that may fall (bookcases, display cabinets). Protect your eyes and head. Do not use an elevator during an earthquake. People outside should move to an open space away from buildings, trees and power lines. Lie down, face down. If you are in a car, stop as soon as possible and stay in your car.

Fire

What do I do if there is a visible fire in the building?

1. Pull the fire alarm – Some of the fire alarms DO NOT automatically contact the Fire Department, it is easier to assume that they don’t. If the fire alarm system fails and your safety permits, shout down the halls, "FIRE!" and assist any occupants from the building. Do not be concerned with property or material damage. Safety of personnel is the critical issue. LEAVE THE FACILITY IF YOUR SAFETY IS AN ISSUE.
2. Call 911 to notify emergency personnel of the fire.
3. Call the switchboard (ext. 0) to notify someone of the situation.
4. Exit the building. (Please check to see if anyone needs help as you are exiting.)
5. Go to the street side entrance of the building and wait for the responding emergency personnel to arrive.
6. Do NOT return to the building until the building has been cleared by campus and/or fire officials.

No candles or incense are permitted to be burned on campus. Do NOT leave stairwell doors open. This will allow a fire to spread to your escape route. Make sure you know where the closest fire extinguisher and exit are located.
If you discover a small non-threatening outdoor fire, such as a dumpster, trash container, etc., notify the switchboard (ext. 0) or Campus Services department (ext. 8296) immediately.

If injuries or danger is apparent, call 911. For your safety, do not attempt to put out or control the fire yourself.

In case of a fire involving property damage or personal injury, the President, Dean of Student Life, Executive Vice President for Administration and Campus Services Director should be notified. If possible, the switchboard operator should be utilized to make these phone calls from the Emergency Call List. In case of building fire, the Campus Services Director will direct employees with instructions from the ranking fire officer on the scene. These instructions may include the locating and cutting off of gas and electrical valves or switches, crowd control, etc.

Smoke Smell
What do I do if I smell smoke?
1. See if you can find the source.
2. Notify the Campus Services department (ext. 8296) or use the Emergency Call List.
3. If the situation becomes more serious, do not hesitate to call 911.
4. Exit the building.

In all incidents, once the proper notification of authorities has been made, go to the street side entrance of the building and wait for the responding personnel and emergency agencies to arrive.

Gas Leaks or Smell
In case of gas smell or leak in or near a building, notify the Campus Services department (ext. 8296) during office hours or refer to the Emergency Call List for home phone numbers. If the situation appears to be dangerous or injurious, immediately call 911 for assistance and evacuate the building.

Power Failure
In case of electrical power failure during office hours, notify the Campus Services department (ext. 8296) or the switchboard (ext. 0). For after business hours, on weekends and holidays, refer to the Emergency Call List for phone numbers to reach the proper personnel. If the power failure occurs after dark, residence hall directors are encouraged to organize students into small groups for protection and assistance.

Nuclear Emergency
Everyone is exposed to the possibility of potential hazards resulting from incidents of falling aircraft, nuclear accidents and radioactive fallout. Warnings would normally be received through police or emergency radio broadcasts and sounded through public warning systems. Upon notification from the College President (or appropriate administrator in his/her absence), the emergency plan will be initiated and the Emergency Call List activated. Due to the unique circumstances of such an occurrence, instructions will be issued to personnel from the control center, which would be in contact with the proper authorities.

Hostage Situation
Hostage and other terrorist situations are becoming more common in schools across America.

Steps to take:
1. Notify the police (911). Relate the situation and the last known location of the armed person(s).
2. Notify the switchboard (ext. 0) or Emergency Response Team member (use call list) with the same information.
3. The appropriate college personnel will declare an emergency and will work with the authorities in determining and carrying out the appropriate response plan. In most cases, this would include notifying other buildings and moving staff and students in other buildings to a specific location where they may be accounted for and updated with developments.
No one can predict the mental state of an armed person. However, certain behaviors may help if you are taken hostage. As in any emergency, try to remain calm. Avoid sudden movements. Don’t speak unless spoken to. Comply with instructions from the captor as best you can. Be observant and alert.

**Bomb Threats**

Bomb threat calls are normally received by switchboard operators; therefore, these people need to be thoroughly familiar with the following procedure.

There appear to be two explanations for why someone would report that a bomb is going to go off in a particular building:

1. The caller has definite knowledge or has reason to believe that an explosive or incendiary has or will be placed, and they want to minimize personal injury or property damage
2. The caller wants to create an atmosphere of anxiety and panic at the organization where the device is reportedly located.

When receiving such a call, try to remember the following:

1. When the caller has communicated the threat, stay calm and do not panic. Record the time of day.
2. Keep the caller talking; the more s/he says, the more you can learn. Record every word that the caller says.
3. If the caller does not indicate the bomb’s location and the time of detonation, attempt to gain this information.
4. Inform the caller that the building is occupied and the detonation of the bomb could result in the death of innocent people. Try to reason with the person.
5. Listen closely to the voice of the caller to note the following: age, sex, race, accent, speech impediment or if the caller sounds drunk, nervous, etc.
6. Pay particular attention to any strange background noises, such as street noises, motors, TV, radio programs or anything else that may assist law enforcement agencies in determining the origin of the call.
7. Complete the Bomb Threat Checklist form as soon as your phone communications with the caller have ended if you do not have one available during the call.
8. Notify the Executive Vice President for Administration or other administrator of the call immediately after the caller hangs up. Upon further instructions from the administrator, call the emergency number (911) and be prepared to relay all pertinent information. Do not discuss the call with anyone else; carefully follow additional instructions from the police/fire authorities and campus administrator. Wait at the same location for law enforcement officers to arrive so that they may talk with you.

**Hazardous Accidents**

Any natural disaster may have consequential side effects, which threaten life and/or property. Warning of a hazardous accident is usually received from the fire or police department or from emergency preparedness officials when such an accident or condition occurs near the campus. An overturned tanker, a truck or a train, a broken fuel line and an accident in a commercial establishment that uses chemicals are potential hazards if such accidents involve potentially harmful chemicals.

In the event of a hazardous accident with campus impact, the emergency plan will be initiated, with a control center established and the Emergency Response Team assuming responsibility for handling the situation.

They will act on specific instructions from local authorities as to evacuation or other measures to protect students, faculty and staff.
Demonstrations or Disturbances
The College recognizes the right of students to demonstrate peaceably; however, demonstrations should be registered with the Student Life Office. Contact the Dean of Student Life for additional instructions if a spontaneous situation necessitating action arises. If it is determined that a situation is serious, the Dean of Student Life will be in charge and will make necessary administrative decisions for calling law enforcement agencies, etc.

Serious Injury or Illness
In case of serious injury or illness on campus, phone the 911 emergency number and be prepared to detail the number and nature of injuries or illness. Then call the switchboard (ext. 0) or a residence hall director to report the situation. If there is no answer at the switchboard, use the Emergency Call List to notify the Dean of Student Life or Vice President for Student Life and Retention.

Return to the scene of the injury or illness and wait for Emergency Medical Technicians and college administrators to arrive.

The Student Life Office should always be notified when serious illness, injury or death involves a LaGrange College student. The Student Life Office will notify other administrators, the student's family, and others as the situation warrants.

Evacuation Plan
In the event evacuation of certain campus buildings or areas becomes necessary, a state of emergency will be declared by the College President or appropriate administrative officer. The following procedures should be followed:

1. All personnel must evacuate the building(s) when the alarm sounds or upon notification from an Emergency Response Team Member.
2. Evacuation drawings and instructions are posted at the end of each hallway of every floor in campus buildings. They were designed and documented with assistance from the local fire officials. The documents are checked periodically to insure their presence in the assigned locations as well as for changes or revisions that become necessary.
3. Remember that elevators cannot be used in some emergencies (i.e., earthquake, fire).
4. All faculty and staff are asked to assist individuals with disabilities as needed.
5. Once outside, move at least 500 feet away from the affected building, keeping streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and personnel.
6. Students and staff should not return to the building until officials declare the area safe.
7. If shelter areas or alternative housing is needed, Campus Services personnel will unlock shelter areas as designated by the administration.
8. The Dean of Student Life will coordinate alternative housing and provide the Control Center with appropriate assignment and/or availability lists.
9. Communications and Marketing personnel should notify news media of the incident and the extent of damages, injuries, etc. Anxiety and confusion are generally reduced when family and friends receive accurate news instead of rumors. Additional administrators, Campus Services personnel and other support personnel will be called in for duty as needed to perform emergency duties.
10. Refer to the “Program Details” Section for a Chart of Pre-designated Safe Areas and Gathering Areas.

Evacuation of Wheelchair Students and Students on Crutches from Campus Buildings

Fire Drill Procedures
When possible, students in wheelchairs and crutches will be notified prior to a drill. This will allow them to proceed to the first floor BEFORE the alarm is pulled and the elevators become disabled.
Fire Drill - Wheelchair students and students on crutches will exit from the first floor area of the building and be assisted by college faculty whose class they are attending and staff located in the area. If they are on an upper floor and it is known to be drill, they may stay with a college official on the upper floor.

Procedures for Actual Emergencies

a. Fire - Wheelchair students and students on crutches will exit from the building and be assisted by college faculty whose class they are attending and/or staff located in the area.

b. Earthquake — Wheelchair students and students on crutches will be assisted by the faculty whose class they are attending and staff located in the area. They will move under an interior doorframe facing an interior wall and protect their head with items within reach (backpack, jacket, books, etc.).

c. Tornado/Severe Weather - Wheelchair students and students on crutches will descend to the first floor of the facility and remain in an interior hallway away from windows and doors. Elevators should be functioning during a weather warning, but in case of a power failure and the elevators are disabled.

After a Disaster

No set of instructions or procedures can prepare you for a disaster when it actually happens. These are suggestions to try to help you through it. Use your own good judgment and try to remain calm and rational.

Attend to any injured people. Do not move them unless there is danger of further injury. Provide assistance to people who may have been trapped, if it is impossible to free them, make them as comfortable as possible and make others and emergency personnel aware of their location.

If necessary, send one person to the control center to apprise them of the status of the personnel in your area. If that is not possible, elect one person to watch from a designated spot for emergency personnel or other College personnel.

Monitor a local radio station to get the latest emergency information.

Stay with others. Do not wander around campus. Stay out of and away from damaged buildings. Leave a building if you smell gas or chemicals or see smoke.

Watch for broken glass, debris, and downed power lines. Campus personnel, most likely the Director of Campus Services will tour the campus as soon as possible to locate people and access their need for assistance. Emergency personnel can then be guided to those with the most serious need first.
LaGrange College
Emergency Preparedness Plan

Program Detail

Table of Contents

Overview

Category of Emergencies

1. Emergency Response Team
   - Emergency Call List

2. Method of Communication
   - Crisis Communication Policy

3. Pre-Designated Safe Areas for Weather Evacuation
   - Inside a Building
   - Outside a Building
   - Chart of Evacuation Areas

4. Fire/Evacuation Procedures
   - Resident Hall Evacuation Responsibility
   - Personal Responsibility
   - Emergency Personnel Responsibility

5. Classroom and Laboratory Emergency Guidelines for Faculty
   - What Instructors need to know
   - Reporting to Administration

6. Severe Weather
   - Tornado Information
   - Flooding

7. Terrorist Activities
   - Action Plan for Homeland Security Advisories

8. Bomb Threat
   - Bomb Threat Checklist

9. Chemical/Biological Agents or Threats
   - Chemical Agents
   - Biological Agents
   - Identifying Suspicious Packages or Envelopes

10. Major Chemical Spills
    - Explosion on Campus
    - Transportation Disaster

11. Sniper/Hostage Situation
12. Medical Causes For Emergency
   - Industrial Causes For Emergency
   - Human Causes For Emergency
   - Civil Disturbance or Demonstration
   - Psychological Crisis
   - Pandemic Response

13. Shelter in Place

14. Personal Preparedness

15. Disaster Recovery
   - Academic Operating Continuity Team
   - Student Life Team
   - Business and Administration Continuity Team
LaGrange College
Emergency Preparedness Plan
Program Details

Overview

LaGrange College through its Health and Safety Program, have developed the following guidelines to inform and train its employees about emergency escape procedures, fire detection, fire prevention, protection and suppression activities, personnel accountability, medical and rescue responsibilities, disaster response and response to other hazardous situations. Faculty, staff and students are expected to know how to initially respond to an emergency situation. Appropriate responses may be as simple as evacuating the area, summoning additional assistance, mitigating the hazard, or assisting another member of the LaGrange College community in cases of accident, fire, illness, or injury.

Calamities such as tornados, fires, and explosions, are great destroyers of life and property and based on their severity will require certain levels of action deemed appropriate by the college. Their distinctive features are the sudden and unexpected loss of human life and the great suffering that may occur. Statistics indicate that without prior planning many more casualties and untold destruction will result beyond that which would occur if even the rudimentary planning had been accomplished.

With these thoughts in mind LaGrange College has undertaken the necessary planning to protect personnel and property from unexpected disaster. It must be emphasized that this is a general plan and does not go into minute details required for every eventuality. This plan is to be utilized as a basis for more detailed planning when an individual disaster presents itself.

Category of Emergencies

The following definitions of an emergency are provided as guidelines to assist college employees in determining the appropriate response.

**Minor Emergency**: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Make a report immediately by telephone to the Student Life Office at 8269.

**Major Emergency**: Any incident, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the college. Outside emergency services will probably be required, as well as major resource efforts from campus support services. Major policy considerations and decisions will usually be required from the Administration during times of crisis. Call 911 and report by telephone then notify the college switchboard.

**Disaster**: (Code Red) any event or occurrence which has taken place and has seriously impaired or halted the operations of the college. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed.
LaGrange College
Emergency Preparedness Plan

Emergency Response Team

In the event of an emergency, the Response Plan Coordinator will immediately contact the Emergency Response Team personnel to meet at the Control Center, or a designated site, to affect the Disaster Response Plan. The team should consist of, but not be limited to the President of the College and the members of his cabinet.

While the Control Center is being established, the Response Plan Coordinator shall immediately begin contacting all members of the Emergency Response Team for assembly in the Harwell Room. The Emergency Response Team consists of the following personnel:

- **Emergency Director**: President or assigned Cabinet Member.
- **Response Plan Coordinator**: The Executive Vice President for Academic Affairs and Dean, assisted by the Vice President for Administrative Affairs
- **Faculty/Staff Support Coordination**: Vice President for Enrollment Management and the College Controller
- **Health & Human Services**: Vice President for Advancement / Chaplain
- **Services and Student Affairs Coordinator**: Dean of Students
- **Security/Police Operations**: Vice President of Student Life and Retention
- **Public Information**: Director of Communications and Marketing
- **Damage Control**: Director of Physical Plant

Team members should coordinate as necessary with the Response Plan Coordinator for the implementation and coordination of the campus operation plan and support as it pertains to their areas.

Team members are to keep in constant communication with the Emergency Control Center. General responsibilities of the team members are listed below:

**Emergency Director**: President

- Responsible for the overall direction of the campus emergency response.
- Works with the Response Plan Coordinator and others in assessing the emergency and preparing the college’s specific response.
- Declares and ends, when appropriate, the campus state of emergency.
- Notifies and conducts liaison activities with administrative governmental agencies, the Emergency Response Team, and others as necessary.

**Response Plan Coordinator**: Vice President for Academic Affairs and Dean; Executive Vice President for Administration

- Responsible for overall coordination of the college’s emergency response.
- Determines the type and magnitude of the emergency and establishes the appropriate Control Center.
- Initiates immediate contact with the President and the college administration and begins communication regarding assessment of the college’s condition.
- Notifies the members of the Emergency Response Team and advises them of the nature of the emergency.
- Notifies and conducts liaison activities with the Vice President of Student Life and Retention regarding appropriate outside organization such as Fire, Police, Office of Emergency Services, etc.
- Insures that appropriate notification is made to staff when necessary.
Performs other related duties as may be required.
In conjunction with the Emergency Response Team, prepares and submits a report to the President appraising the final outcome of the emergency.

**Faculty/Staff Support Coordination:** Vice President for Enrollment Management/Controller

- Coordination of available faculty and staff members to fulfill the needs and requirements of the student population.
- Assists other response team members in staffing requirements of particular activities.

**Health & Human Services:** Vice President for Advancement/Chaplain

- Coordinates with nursing, the site for emergency medical activities and directs additional trained medical personnel at the disaster site when warranted.
- Prepares and arranges staffing for an Emergency Health Center with necessary personnel and equipment.
- Establishes liaison with local medical facilities and physicians to provide necessary support.
- Works with Counselors to support staff and students at this time.

**Services and Student Affairs Coordinator:** Dean of Student Life

- Determines the needs and requirements for the student population.
- Coordinates with the Food Services Director to provide food, etc., as available during periods of emergencies or disasters.
- Makes arrangements with local support agencies for provision items, blankets, food, water etc.

**Security/Police Operations:** Vice President of Student Life

- Maintains emergency equipment in a state of constant readiness.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect life and property and to safeguard records as necessary.
- Obtains assistance from city, county and federal emergency aid resources as required.
- Coordinates with Campus Services, traffic control, access control, perimeter and internal security patrols, and fire prevention services as needed.
- Provides and equips an alternate site for the Control Center. Maintains liaison with Telephone Company for telecommunications support as necessary.

**Public Information:** Director of Communications and Marketing

- All information for media (facts and figures) is channeled through the President.
- Establishes liaison with the news media for dissemination of information by the President.
- Establishes liaison with local radio and T.V. services for public announcements.
- Arranges for photographic and audiovisual services.
- Prepares news releases for approval and releases to the media concerning emergency.
Damage Control: Director of Physical Plant, Campus Services; Director of IT

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, rescue teams, damage assessment, debris clearance, emergency repairs, and equipment protection.
- Provides vehicles, equipment and operators for movement of personnel, equipment and supplies; assigns vehicles as required to the Emergency Response Team.
- Obtains the assistance of utility companies as required for emergency.
- Furnishes emergency power and lighting systems as required.
- Surveys habitable space to relocate essential services and functions, if necessary.
- Provides facilities for emergency generators fueled during emergency/disaster.
- Provides for storage of vital records at an alternate site. (if necessary)
- Provides method of Communications; (i.e. network, telephone) and provides equipment to control center if needed.
LaGrange College
Emergency Preparedness Plan

Emergency Call List

These are the numbers to be used to contact key personnel in the event of an emergency or crisis. To report an emergency, call 911 if emergency services are needed and/or the switchboard (ext. 0).

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Hours Campus Services</td>
<td>706-880-8196</td>
<td>706-402-4714</td>
</tr>
<tr>
<td>LaGrange Police Dept.</td>
<td>911</td>
<td>706-883-2603</td>
</tr>
<tr>
<td>LaGrange Fire Dept.</td>
<td>911</td>
<td>706-883-2603</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>800-222-1222</td>
<td>706-883-2603</td>
</tr>
<tr>
<td>Substance Abuse Hotline</td>
<td>800-662-4537</td>
<td></td>
</tr>
<tr>
<td>West Ga. Health Systems</td>
<td>706-882-1411</td>
<td></td>
</tr>
<tr>
<td>American Red Cross</td>
<td>1-866-724-3577</td>
<td></td>
</tr>
<tr>
<td>Troup County EMS</td>
<td>911</td>
<td>706-884-1739</td>
</tr>
<tr>
<td>Arson Hotline</td>
<td>706-883-2669</td>
<td></td>
</tr>
<tr>
<td>CSX Transportation Police</td>
<td>1-800-232-0144</td>
<td></td>
</tr>
<tr>
<td>Homeland Campus Services</td>
<td>1-800-237-3239</td>
<td></td>
</tr>
<tr>
<td>Drug Help Line</td>
<td>1-800-662-4357</td>
<td></td>
</tr>
<tr>
<td>GBI</td>
<td>1-800-244-2600</td>
<td></td>
</tr>
<tr>
<td>National Response Center</td>
<td>1-800-424-8802</td>
<td></td>
</tr>
<tr>
<td>Troup County Emergency</td>
<td>706-884-0326</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pathway Center</td>
<td>1-800-338-6285</td>
<td></td>
</tr>
<tr>
<td>Georgia Natural Resources</td>
<td>800-241-4113</td>
<td></td>
</tr>
<tr>
<td>Emergency Guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Emergency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LaGrange College
Emergency Preparedness Plan

Method of Communications

Between Emergency Command and Members

Telephones will be used if functioning. In the event that telephones are not operable the base station walkie-talkies that are used by Campus Services will be redistributed by the Control Center. The system antenna is at the Campus Services office and it is possible that this will have to be relocated to the Callaway Auditorium and operated by that building’s emergency generator.

Should this system become inactive, runners shall be deployed from the Control Center for paper communications. Athletic coaches should direct student/athlete volunteers to the appropriate site.

Crisis Communications Policy

The role of the Communications and Marketing Office during and immediately following a crisis is to collect and convey appropriate information to both internal and external constituents. In every crisis, the primary goal of all College employees is the Campus Services and well-being of students, faculty and staff.

A crisis situation is defined as any circumstance or event identified by the President as having a real or potential major impact on the campus community as a whole. Examples include explosions, hazardous chemical spills, fire, a hostage or firearm situation, major accidents, violence, unexpected deaths and natural disasters. It does not include incidents of isolated crime, which are routinely handled by the Student Life Office and the LaGrange Police Department.

Crisis communications most frequently occur during the period immediately following a situation that has widespread interest among the local, regional, state and national community, thus generating greater media focus and requiring the College’s full attention for the duration of the situation.

When a crisis occurs, decisions often have to be made without the luxury of examining every aspect of a situation. Surprise, insufficient information and an escalating flow of events should be anticipated.

Each crisis or emergency will require a unique communications response. Two key elements, however, are universal:

- In many cases, the only information the public receives about an emergency is through the media; therefore, media relations is an essential element of any crisis plan.
- A crisis situation is “big news” and is likely to result in more public exposure for the College than hundreds of “good news” stories.

Procedure

General

1. If a situation requires immediate police, fire department or ambulance response, College personnel should dial 911 to advise authorities of the situation. Then, they should dial campus extension 8000 to ensure that College administrators are advised of the situation. (After normal business hours, the caller should make every effort to notify College administration of the situation.)

2. At the President’s request, the Communications and Marketing Office will set up a Crisis Communications Center on campus. The Crisis Communications Center will remain open 24 hours a day for the duration of the crisis.

3. During an emergency, the Director of Communications and Marketing, Vice President for Advancement, President or his/her designee will serve as the College spokesperson with the media.
The name and telephone number of the spokesperson will be provided to all staff for referral of media phone calls.

4. At the onset of a crisis, key points of contact (switchboard operator, campus emergency response team, etc.) will be reminded to direct reporters’ calls to the Communications and Marketing Office. They should not comment on the incident, but get the reporter’s name, media outlet he/she represents, phone number and questions, and report the inquiry immediately to Communications and Marketing.

**Phases of Communications Response**

**Immediate**

In consultation with the campus emergency response team, the President, Vice President for Advancement and the Director of Communications and Marketing will determine if an official statement or fact sheet should be prepared and released. If warranted, they also will develop answers to specific questions that may be asked by the media. Once approved by the President, these materials will form the basis of the College’s response to the media.

In cases of significant crisis, a press conference may be called. In such situations, the President, Vice President for Advancement or highest ranking representative available will convey the College’s response and address public concern. The recommended site is the Student Center Assembly Room at a time no later than 3:30 p.m.

In cases involving employee or student injuries or deaths, families will be notified by appropriate personnel before information is released to the public.

Internal College audiences must also be included in the communications response to a crisis. The College Web site and e-mail and voice-mail systems will be used to convey accurate and timely information to faculty, staff and students.

The Communications and Marketing Director will decide whether photographers/videographers need to be assigned to document the scene. He/she also will determine whether it is appropriate to allow location shooting by TV and newspaper photographers and will decide who should accompany them.

**Ongoing**

As a crisis or emergency situation unfolds, the Communications and Marketing Office will keep the public and constituents up to date with factual information and appropriate response measures.

**Recovery period**

As long as necessary, the Communications and Marketing Office will issue updates, then will scale back activities as warranted. At the end of the crisis situation, the Director will schedule a meeting of all key communications players to review actions taken and lessons learned. These will be included in a report to be forwarded to the Cabinet.

**Other**

Aspects of responding to a crisis or emergency not directly related to communications are addressed in the Disaster Response Plan portion of the campus health and safety policy, available at http://home.lagrange.edu/healthandsafety.

**Summary**

A crisis situation can result in more public exposure for the College than countless “good news” stories. In such situations, only the Director of Communications and Marketing, the Vice President for Advancement, the President or his designee can serve as the College spokesperson. Reporters’ calls or invitations for comment should be reported immediately to the Communications and Marketing Office.
Pre-designated Safe Areas to gather for Weather and Evacuation

Pre-designated Areas Inside a Building
When a tornado has been sighted, stay away from windows, doors and outside walls. Protect your head from falling objects or flying debris. Take cover immediately, wherever you are:

In a house or small building, go to the basement or storm cellar. If there is no basement, go to an interior part of the structure on the lower level (closets, interior hallways).

One basic rule to follow wherever you are is AVOID WINDOWS. An exploding window can injure or kill. Don’t take the time to open windows; get to shelter immediately.

Get into the restroom, if possible. In larger buildings, the restrooms are usually made from concrete blocks. Besides having the four walls and plumbing holding things together, the metal partitions help support any falling debris. Don’t run around opening windows. It wastes time you should be using to take shelter. Open windows aren’t needed to keep unequal air pressure from making the building explode as once thought. Tornado winds, not unequal pressure, destroy buildings.

When the fire alarm sounds, everyone knows to immediately get out of the building. When the storm warning sirens sound, it is best NOT to leave the building. Obviously, it is better to seek shelter in a basement. If the building you are in has no basement, or if there is no nearby building with a basement, go to the lowest floor and get in a small interior room or hallway. Stay away from glass and exterior walls. (If you go outside to watch the show, you might become part of the cast.)

Pre-designated Areas outside a Building
If you have to evacuate the premises:

1. DO exit quickly and calmly
2. DO go directly to open air
3. DO NOT enter an adjacent building
4. DO NOT stop to collect bags or books
5. DO close the door behind you
6. DO NOT use elevators

College faculty is responsible for their students when in class and must be aware of the fire procedures for the buildings in which they teach. On hearing the evacuation signal, a continuous sounding of the fire alarm, the faculty member must ensure that students under his or her supervision are made aware of the assembly point and that they leave the building by the nearest available exit route in a calm and orderly manner.

Once at the pre-arranged safe area, the group should stay there until an all clear signal is given. Neither the group nor any individual should get within 500 feet of the evacuated building at any time until the situation has been declared.
<table>
<thead>
<tr>
<th>Academic Building</th>
<th>Pre-Designated Assembly Area (Inside)</th>
<th>Pre-Designated Assembly Area (Outside)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith Hall</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor Hallway</td>
<td>The Patio</td>
</tr>
<tr>
<td>Callaway Academic Building</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor Hallway</td>
<td>The Quad</td>
</tr>
<tr>
<td>Manget</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor Hallway</td>
<td>Parking Lot behind building</td>
</tr>
<tr>
<td>Callaway Science Bldg.</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor Hallway</td>
<td>Parking lot in front of building</td>
</tr>
<tr>
<td>Banks Library</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor</td>
<td>Handicap Parking spaces in front</td>
</tr>
<tr>
<td>Hawkes Education Dept.</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor Hallway</td>
<td>Area between Pitts and Manget</td>
</tr>
<tr>
<td>Callaway Education Building (CEB)</td>
<td>Main Hallway</td>
<td>Parking lot near soccer field</td>
</tr>
<tr>
<td>Hudson Natatorium</td>
<td>Pool Area-Locker Rooms Classroom Area - Bsmt</td>
<td>Parking lot in front</td>
</tr>
<tr>
<td>Callaway Auditorium</td>
<td>Green Rooms</td>
<td>Handicap parking lot</td>
</tr>
<tr>
<td>Residence Halls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hawkes Hall</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor Hallway</td>
<td>The Quad</td>
</tr>
<tr>
<td>Pitts Hall</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor Hallway</td>
<td>Parking lot behind building</td>
</tr>
<tr>
<td>Henry Hall</td>
<td>Interfaith and Bookstore Storage</td>
<td>Back parking lot (towards Mariotti)</td>
</tr>
<tr>
<td>Turner Hall</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor Game Room</td>
<td>Back parking lot</td>
</tr>
<tr>
<td>Boatwright Hall</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor Interior Hallways</td>
<td>Back parking lot</td>
</tr>
<tr>
<td>Candler/Vernon Hall</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; floor Interior Hallways</td>
<td>Residential Quad</td>
</tr>
</tbody>
</table>
LaGrange College
Emergency Preparedness Plan

Fire/Evacuation Procedures

Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by Administration, as directed.

All persons (students and staff) are to immediately vacate the site in question, and relocate to another part of the campus grounds, as directed.

When necessary to leave campus by personal vehicle, exit the gate nearest to where you are parked and follow traffic patterns as directed by LaGrange Police or other Emergency Response Personnel.

Academic and Administrative Building Evacuation

A fire in any building on campus could cause injury or loss of life, as well as extensive property damage. To minimize the magnitude of such an event, the following procedure must be followed when the building fire alarm is sounded.

Resident Hall Evacuation Responsibilities

Responsibility for Evacuation

It is a resident's responsibility to evacuate a building when the fire alarm is sounded, or a smoke alarm or audible warning is heard. The procedures below are to be followed by residents or occupants during fire emergencies.

Reporting Fire

1. The person who first discovers a fire emergency (sees fire, smoke, suspects a fire, or hears an alarm) should do the following:
2. Call Troup 911 (911) and report the Fire. On or away from campus, call the Troup County 911 and report your information. LaGrange College is a precinct for the LaGrange Police Department, response is quick. In addition you may report the fire to a college staff person or other person on duty if it can be done safely.
3. Pull the nearest local building alarm or fire box, then alert occupants on all floors if it can be done safely. The help of other occupants should be solicited to evacuate the building.
4. Exit the building by the nearest available exit.
5. State Law requires that all fires be reported. Report all fire emergencies to the Police at extension 911 or Campus Services at 8296.
6. Contact the Campus Services Department (extension 8296) or the Student Life Office to report day-to-day hazards that you may encounter. **STAY ALERT FOR HAZARDS!**

The life you save may be your **OWN!!**

Responsibilities for Resident Directors

1. Insure that all occupants are evacuated. Make sure that Resident Assistants report their areas cleared.
2. Assist RA’s with evacuating the mobility impaired person's if it can be done safely.
3. Immediately notify the police or fire official of any occupants not accounted for.
4. Maintain supervision of all occupants in assembly area.
5. Supply the police or fire officials with a list of all resident/occupants injured as a result of the fire emergency.

Personal Preparation - Evacuation

Following the procedures below during a fire emergency could save your life.

- Know where all building emergency exits are located. If you hear a building evacuation alarm, leave the building by the nearest safe exit. Do not use the elevator!
- Know the location of the assembly area for your building. It is important to proceed to the assembly area as quickly as possible so that a check can be made to account for all residents.
- If you suspect fire in the hallway (the door is hot or you see smoke coming in around the door)... Do not open the door! Remain calm and:
  - Stuff material (wet rags if possible or tape) in the cracks around the door to keep smoke out of the room.
  - Dampen a cloth with water, place it over your nose, breath lightly through it.
  - Do not stand up, keep low near the floor where the air is less toxic. Crawl to your window. Check outside of your window and if you do not see heavy smoke or flame below you may open your window for fresh air.
- If you are trapped in a room hang something out your window to signal for help. If you have a flashlight signal rescue personnel with it. Call police at extension 911 and let them know where you are, building, room number, etc. Continue to signal out your window for help.
- Do not attempt to fight the fire with fire extinguishers. They are to be used only to assist you in exiting the building. Someone coming behind you may need a fire extinguisher to save his/her life.
- Do not stop to dress, but take a pair of shoes and a coat and a blanket. Upon leaving the room, leave the lights on and the door CLOSED. Take your key with you!
- If you can do so safely, close doors behind you as you leave. This will help confine the fire.
- Caution - Do not lock yourself out of your room as you may find your escape route blocked by fire or smoke.
- Should your clothing catch fire, STOP, DROP AND ROLL. Rolling on the ground will help to smother the fire.
- If you are disabled (even temporarily), notify your Resident Director, Resident Assistant, or neighbors. Staff will notify emergency rescue personnel and help you to evacuate. Locate areas of refuge (stair enclosure or fire door protected rooms). It may be safer to remain in your room and have the staff and fire department personnel come to your rescue. Areas of refuge will help you remain safe from the fire until help arrives.

Mobility Impaired Evacuation

Staff, students, and faculty are requested to assist any handicapped or temporarily disabled persons during fire emergencies.

The Resident Directors are responsible for maintaining a current list of all mobility impaired persons in the building. Each Resident Director on duty should have copies of the list. During a fire emergency one copy should be distributed to the Fire Department and Police. Temporarily disabled persons should be included on the list for the duration of their disability.

Resident Directors are asked to check on and assist with evacuation of mobility impaired persons, if it can be done without personnel danger.

If mobility impaired or temporarily disabled individuals cannot safely evacuate or safely be assisted in evacuation, he/she is to remain in the room, keep the door closed and if possible, open or break out the window. If there is a telephone in the room dial 911 and advise police as to his/her location. A piece of clothing should be hung out the window or a flashlight used at night to signal rescue personnel.
Rescue of mobility impaired persons is the first priority of Fire and Police. Emergency rescue efforts will be guided staff information relative to mobility impaired individuals or others still needing evacuation status.

**Emergency Personnel Responsibility**

**Fire Emergency Definition**

The LaGrange Police Department will respond to all reports of fire emergencies occurring on college property.

1. A fire emergency exists when:
2. An uncontrolled fire or imminent fire hazard occurs (presence of smoke or smell of burning material)
3. A building evacuation (fire) alarm is activated.
4. There is a spontaneous or abnormal heating of any material.
5. An uncontrolled release of a combustible or toxic gas occurs.
6. A flammable liquid spill occurs.

**Police Responsibilities**

1. The LaGrange Police Department is responsible for the accomplishment or coordination of the following functions during fire emergencies.
2. Respond to and investigate all fire emergencies.
3. Insure that all non-emergency personnel are evacuated from buildings and areas that have been identified for handicapped persons and other occupants who may have experienced difficulties due to emergency.
4. In conjunction with Resident Life staff persons, Campus Services personnel, and other college personnel, verify that mobility impaired persons and other occupants are accounted for.
5. Direct fire personnel and equipment to fire emergency areas.
6. Direct building occupants to designed assembly areas.
7. Assist emergency personnel in gaining access to critical areas.
8. Control vehicle and pedestrian movement into and out of the fire emergency area.
9. Maintain casualty evacuation roster of college members who are transported to the hospital for medical treatment.
10. Insure that the fire emergency scene is secured until its release has been authorized by an in-command Fire Chief or Fire Investigator.
11. The LaGrange Police on the scene of all fire alarms shall in addition to giving the "all clear," provide the Resident Director with all facts surrounding the incident before departing the scene.

**Fire Emergency Training**

**Fire Drills**

LaGrange College strives to conduct a fire drill in each of the resident halls at least twice during the academic school year. Academic- Administrative Building drills are handled on a multi-year rotational basis.

Fire drills will consist of one announced and one unannounced during the academic school year. These drills are designed to train and evaluate faculty, staff, and students in emergency evacuation procedures. Administrative staff, Resident Life Staff, Public Safety and Health and Fire Safety will assist in evacuation and evaluation of the drills.

Fire drill schedule shall be coordinated with the Director of Campus Services, LPD Representative, Dean of Students, Resident Directors and assistants.
Residential Life Staff Training

During orientation week of each Fall Semester all Residential staff (RD's and RA's) will receive instruction on basic fire safety. This training will consist of general instruction on fire extinguishers, and fire safety procedures. In addition, RD and RA staff will receive a short pre-fire-drill training session. This training will go over the responsibilities for Resident Life Staff as outlined in this policy and to answer any questions that the staff might have.

Staff Training

All new staff custodial employees, food service employees will be required to be trained in fire evacuation procedures and fire extinguisher use.

Custodial staff members shall be trained in evacuation procedures and fire extinguisher use.

LaGrange Police Officers and Fire Personnel shall receive training on evacuation procedures for all areas, fire systems training, and fire extinguisher use.

Food service employees will receive training on fire extinguisher use.
LaGrange College
Emergency Preparedness Plan

Classrooms and Laboratory Emergency Guidelines for Faculty/Instructors

Consistent with this guideline, faculty must:

- Provide their classes or with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.
- Know how to report an emergency from each classroom used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with disabled students' plans and also be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

What Instructors Need to Know about Emergency Preparedness

The instructor is an authority figure for students, whether consciously or subconsciously, and can influence how students respond in an emergency. Instructors who are prepared for emergencies will be able to help calm students by being in control and giving calm and clear directions.

Evacuation Routes

The College has posted floor plans on building walls showing evacuation routes. Check your classroom(s) to see if the plans are posted.

Emergency Assembly Areas

After a class leaves the alarmed building or area, it is important for them to go to a predetermined area where the each person’s presence can be documented. This “safe area” will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Evacuation routes in most College buildings lead the occupants out the building.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities (see below).

Evacuation for persons with Disabilities

If there is a person with a disability in the class, the instructor must know the person's response plan and who may be assisting him/her. Four options are available to persons with disabilities (refer to additional procedures in the section on Evacuation Procedures):

- Horizontal Evacuation to outside or another building, if available
- Stairway Evacuation
- Stay in Place unless danger is imminent
- Area of Refuge if available
- Elevators cannot be used during an emergency evacuation
Reporting to Administration – Emergency Response Team

After exiting and accounting for students, a member of the Emergency Response Team will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

Fire Alarms

Fire alarms will be a sound and may include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

- Everyone Must Evacuate Immediately
- Procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

Earthquakes

Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment. Consequently, the first thing to do during an earthquake is to have everyone drop to the floor, cover their head, and hold that position. After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Emergency Assembly Area. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.

- Equipment that may be hazardous if left unattended should be shut down.

Power Outage

Most campus buildings are not provided with emergency or standby power. Consequently, if the power does go out during class, have the people stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time (~ 10 minutes), evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, in which case use the same evacuation procedures as during a fire. Caution students that there is no rush; they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways.

How to Report an Emergency

Check each classroom, lecture hall, or laboratory for the nearest working telephone or the nearest fire alarm pull station.

- Fire: Activate Fire Alarm Pull Station
- Health/Police: Call 911
- Hazardous Material Spill: Call Campus Services at 8296
- Facility or Utility Failure: Call Campus Services at 8296
LaGrange College
Emergency Preparedness Plan

Severe Weather

Severe thunderstorm watch

A *severe thunderstorm watch* is issued when conditions are right for severe thunderstorms. Be alert for changing conditions.

REMAIN ALERT for additional weather advisories if a severe windstorm ―watch‖ has been issued. (A watch is issued when a thunderstorm with winds in excess of 55 M.P.H. or a tornado may develop in a given area and during a specific time frame.) If a watch is issued during working hours, you will be notified by the Administration and will be kept up to date on the latest developments.

Severe thunderstorm warning

A *severe thunderstorm warning* is issued by the national weather service when storms with strong winds, rain, and hail are expected in the area. A severe thunderstorm warning may last for up to one hour.

Make preparations to assemble to the safe areas designated by this plan if a severe windstorm ―warning‖ has been issued. (A warning indicates that a thunderstorm with winds in excess of 55 M.P.H. or a tornado has been sighted in the area, and precautions to minimize potential risks should be taken.) If a warning is issued during working hours, College officials may direct you to go home if there is sufficient time before the anticipated arrival of the storm, or may direct you to remain at work if it would be dangerous to leave.

Tornado watch

A *tornado watch* is issued when weather conditions exist that could produce a tornado. A tornado watch may last for several hours.

Tornado warning

A *tornado warning* is issued when a tornado has actually been sighted and is threatening the community. At this time emergency messages are broadcast by the media and the warning sirens will be sounded. A tornado warning usually lasts for thirty minutes or less.

Individuals, who receive a weather statement call from a weather radio or other source, must notify the campus operator to activate the emergency call list.

Faculty and staff must be prepared to move all individuals to a safe area per the departmental plan and move unsecured equipment and hazardous chemicals to a safe area (if time allows).

The Emergency Response Team will be activated to assess all damage from the tornado and determine priority of repair work needed.

Structure damage (area involved, type, and extent of damage) is reported to the Campus Services Department.

Depending upon the extent of damage and number of injuries it may be necessary to implement a *Code Red*. 
**Tornado Information**

**Tornado Facts**

- The average number of tornado days in Georgia is 6 per year. While tornadoes have been reported in all months of the year, most occur in the March-April-May time frame. During this "tornado season" the most likely time of occurrence is from mid afternoon through early evening.

- Tornadoes are usually preceded by very heavy rain and/or large hail. If hail falls from a thunderstorm, it is an indication that the storm has large amounts of energy and may be severe. In general, the larger the hailstones, the more potential for damaging winds and/or tornadoes.

- The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long.

- The average tornado moves from southwest to northeast, but tornadoes have been known to move in any direction.

- The average forward speed of a tornado is 30 mph but may vary from nearly stationary to 70 mph.

- Forecasters and researchers use a wind damage scale created by T. Theodore Fujita to classify the damage done by tornadoes and other wind storms. The Fujita scale (F-scale) uses numbers from 0 through 5 to classify damage in order of increasing severity. The ratings are based on the amount and type of wind damage.

When a tornado warning has been issued by the National Weather Service, sirens have been activated, or a tornado has been sighted take the following actions.

**On Campus**

1. Go to the basement or to an inside hallway at the lowest level.

2. Avoid places with wide-span roofs such as auditoriums, cafeterias, gymnasiums, and large hallways. Stay away from windows and open spaces.

3. Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it. If sturdy furniture is not available become a very small target. Squat low to the ground. Place your hands on your knees with your head between them. Make yourself the smallest target possible.

4. If in a higher building, go to small, interior rooms or hallways on the lowest floor possible and seek protection as detailed above.

**At Home**

1. Go at once to your predetermined shelter (the basement, storm cellar, or the lowest level of the building). Stay there until the danger has passed.

2. If there is no basement, go to an inner hallway or a small inner room without windows, such as a bathroom or closet.

3. Stay away from windows, doors, and outside walls.
4. Go to the center of the room. Stay away from corners because they tend to attract debris.

5. Get under a piece of sturdy furniture such as a workbench or heavy table and hold on to it.

6. If available, use sofa cushions or pillows to protect head and neck.

7. If in a mobile home, get out and seek shelter elsewhere. A mobile home can overturn very easily even if precautions have been taken to tie down the unit. If there isn’t a substantial shelter nearby, seek shelter in a low-lying area. Shield your head with your hands.

**Outdoors**

If possible, get inside a substantial building.

If shelter is not available or there is no time to get indoors, lie in a ditch, culvert, or low-lying area or crouch near a strong building. Use arms to protect head and neck. Stay aware of the potential for flash flooding.

**In a Vehicle**

Never try to outrun a tornado in a vehicle. Heavy rain, hail, and traffic may impede your movement. Tornadoes can change directions quickly and can easily lift up a vehicle and toss it through the air.

Get out of the vehicle immediately and try to take shelter in a nearby building.

If there isn't time to get indoors, get out of the vehicle and lie in a ditch, culvert, or low-lying area away from the vehicle.

**Flooding**

Low level areas are prone to flooding, both from severe rains or water runoff or drainage. Since most of the campus is built on a hill, the lower parts of campus, (Boatwright Hall, 2nd or 1st floors of Henry Hall, Mariotti Gym, Vernon Hall) could experience some flooding. Those employees living or working in these areas should allow extra time to evacuate, since these areas are impacted sooner.

Certain entrances of the campus buildings may be inaccessible due to flooding. Alternate access routes should be identified in departmental plans.

Warning of a flood may be received by telephone, radio, or a message from Emergency Services officials. The extent of the flood and the amount of time before the flood is expected will dictate the appropriate actions to take. You may be directed by your Emergency Response Team to go home, evacuate the building, or take some measures to minimize damage to the building and hazards to employees.
LaGrange College
Emergency Preparedness Plan

Terrorist Activities

The safety and well being of our students and employees are of highest priority to LaGrange College. In the face of the nation’s heightened concern over possible terrorist attacks, the college would like all members of the campus community to be aware of our communication procedure in case of a local, state or national crisis.

Action Plan for Homeland Security Advisories

In March, 2002, the United States of America implemented the "Homeland Security Advisory System" to provide a comprehensive means to disseminate information regarding the risk of terrorist attacks. This system provides warnings in the form of a set of graduated "threat conditions" that increase as the risk of terrorist threat increases. The LaGrange College campus will respond as follows for each of the threat conditions:

**Low Risk: Green**

1. Maintain written emergency plans to address all hazards. Disseminate relevant information to campus community members.
2. Continue safe and common sense practices in daily routines.
3. Report suspicious circumstances and/or individuals to the Campus Services Department.

**Guarded: Blue**

1. Review all applicable emergency plans.
2. Assess mail handling procedures against intelligence with respect to current security threat level.
3. Be alert to suspicious activity and report it to the proper authorities.

**Guarded: Yellow**

1. Share pertinent information directly related to threat level with the Emergency Response Team.
3. Meet with appropriate representatives of critical infrastructure facilities (Campus Services, IT, etc.) to review contingency plans and/or implement increased security measures as appropriate.
4. Remind all employees to be suspicious and inquisitive and maintain heightened awareness of people, vehicles and activities.
5. Advise personnel who handle mail and package delivery to remain vigilant and report any concerns or suspect items.

**High: Orange**

1. Provide briefings as necessary to members of Emergency Response Team.
2. Ensure all members of Emergency Response Team are available for service. Identify and/or notify alternate members if primary members are unavailable.
3. Communicate via e-mail with all members of the campus community regarding the increased threat level and advise them to take appropriate actions.
4. Identify any planned events where large attendance is anticipated. Consult with event organizers regarding emergency preparedness and site accessibility and control. Consider recommendations to cancel the event if warranted by the current situation.
5. Enforce parking of vehicles away from sensitive buildings.
6. Erect barriers to control traffic flow and facility access, as appropriate.
7. Be alert to suspicious activity and report to the proper authorities.

**Severe: Red**

2. Activate campus Control Center as necessary.
3. Implement appropriate staffing plans (including staff recall) within departments and divisions that support the campus response (as outlined in Emergency Preparedness Plan).
4. Consider cancellation of classes and the release of employees not involved with response to the situation.
5. Control access and implement positive identification checks of all personnel involved in the response. If necessary, issue/create temporary identification or access credentials.
6. Search all suitcases, briefcases, packages, etc. brought into critical facilities.

**Terrorism - Information**

**Before**

1. Learn about the nature of terrorism.
2. Terrorists often choose targets that offer little danger to themselves and areas with relatively easy public access.
3. Foreign terrorists look for visible targets where they can avoid detection before or after an attack such as international airports, large cities, major international events, resorts, and high-profile landmarks.
4. Learn about the different types of terrorist weapons including explosives, kidnappings, hijackings, arson, and shootings.
5. Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises.
6. Be alert and aware of the surrounding area. The very nature of terrorism suggests that there may be little or no warning.
7. Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended.
8. Learn where emergency exists are located. Think ahead about how to evacuate a building, subway or congested public area in a hurry. Learn where staircases are located.
9. Notice your immediate surroundings. Be aware of heavy or breakable objects that could move, fall or break in an explosion.

**Preparing for a Building Explosion**

The use of explosives by terrorists can result in collapsed buildings and fires. People who live or work in a multi-level building can do the following:

1. Review emergency evacuation procedures. Know where fire exits are located.
2. Keep fire extinguishers in working order. Know where they are located, and how to use them. Learn first aid.
Keep the following items in a designated place on each floor of the building.

1. Portable, battery-operated radio and extra batteries
2. Several flashlights and extra batteries
3. First aid kit and manual
4. Several hard hats
5. Fluorescent tape to rope off dangerous areas
LaGrange College
Emergency Preparedness Plan

Bomb Threat

Terrorist activities could take the form of bomb threats or involve threats to the personal safety of individuals, or the taking of hostages. If circumstances permit, you will receive warnings and directions from Administration or law enforcement agency.

If you observe a suspicious object or potential bomb on campus, do not handle the object! Clear the area and immediately call 911.

Any person receiving a phone call bomb threat should follow the Bomb Threat Checklist (familiarize yourself with the information on the checklist) so you will be able to respond to the call and complete a report.

Follow evacuation procedures as directed.

After you've been notified of a bomb threat, do not touch any suspicious packages. Clear the area around the suspicious package and notify the police immediately. In evacuating a building, avoid standing in front of windows or other potentially hazardous areas. Do not restrict sidewalk or streets to be used by emergency officials.

During

1. In a building explosion, get out of the building as quickly and calmly as possible.
2. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.

If there is a fire:

1. Stay low to the floor and exit the building as quickly as possible.
2. Cover nose and mouth with a wet cloth.
3. When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door--seek an alternate escape route.
4. Heavy smoke and poisonous gases collect first along the ceiling. Stay below the smoke at all times.

After

If you are trapped in debris:

1. Use a flashlight.
2. Stay in your area so that you don't kick up dust. Cover your mouth with a handkerchief or clothing.
3. Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available.
   Shout only as a last resort--shouting can cause a person to inhale dangerous amounts of dust.

Assisting Victims

Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Bomb Threat Procedures
If You Receive A Telephone Bomb Threat

1. Do not hang up.
2. Remain Calm.
3. Try to prolong the conversation, and get as much information as possible.
4. Note what you hear. Are there background noises, such as music, voices, or cars?
5. How does the caller's voice sound? Any accent? What sex? What age? Is the caller using any unusual words or phrases?
6. Does the caller seem to know about the college? How is the bomb location described? Does the caller use a person's name? Does the caller give his/her name?
7. When the call is over, complete the Bomb Threat Report immediately.
   - Then dial 911 and report a bomb threat. Give the police dispatcher all the information you collected on the checklist. Identify yourself - give your name, phone number, department, building and room number.
8. After this is done, notify administration immediately. Then stand by for further instructions.
   - If it is deemed necessary to evacuate, you will be notified.
   - If you discover a bomb or suspicious item.....
9. Leave it untouched and secure the area until Police arrive.
10. Go to a telephone. Call 911 and report a suspicious item. You may be asked to assist in a search, because you are familiar with the area.

If so directed, evacuate your area. See your departmental Evacuation Plan.

The following is a checklist to be utilized by an operator or person receiving a call, which threatens the safety or security of Lagrange College or any employee.
# Bomb Threat Checklist

## POINTS TO REMEMBER:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Keep caller talking</td>
<td>2. Write down the message in its entirety on the reverse side</td>
</tr>
<tr>
<td>3. Do not interrupt</td>
<td>4. Notify extension 911 immediately</td>
</tr>
<tr>
<td>5. Ask caller to speak louder, slower, etc.</td>
<td>6. Do not repeat or tell co-workers of the threat</td>
</tr>
<tr>
<td>7. Ask them to repeat.</td>
<td></td>
</tr>
</tbody>
</table>

## CHECK LIST: (Complete all possible items immediately following the call)

**Caller's Identity: (If known)**

Name: ___________________________________ Telephone: ______________________

Address:________________________________________________________________________

Organization:_________________________________________________________________

<table>
<thead>
<tr>
<th>SEX</th>
<th>0 Male</th>
<th>0 Female</th>
<th>AGE:</th>
<th>0 Adult</th>
<th>0 Child</th>
</tr>
</thead>
</table>

## BOMB FACTS:

When will it go off_____________________________________________________________________

Building:____________________________________________________________________________

Exact location:________________________________________________________________________

Other:________________________________________________________________________________

<table>
<thead>
<tr>
<th>CALL</th>
<th>0 Local</th>
<th>0 Long Distance</th>
<th>0 Unknown</th>
</tr>
</thead>
</table>
### VOICE CHARACTERISTICS:

<table>
<thead>
<tr>
<th>TONE</th>
<th>SPEECH</th>
<th>MANNER</th>
<th>ACCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Loud</td>
<td>0 Fast</td>
<td>0 Calm</td>
<td>0 Local</td>
</tr>
<tr>
<td>0 Soft</td>
<td>0 Slow</td>
<td>0 Angry</td>
<td>0 Not Local</td>
</tr>
<tr>
<td>0 High Pitch</td>
<td>0 Distinct</td>
<td>0 Coherent</td>
<td>0 Foreign</td>
</tr>
<tr>
<td>0 Low Pitch</td>
<td>0 Distorted</td>
<td>0 Incoherent</td>
<td>0 Caucasian</td>
</tr>
<tr>
<td>0 Raspy</td>
<td>0 Stutter</td>
<td>0 Righteous</td>
<td>0 Black</td>
</tr>
<tr>
<td>0 Pleasant</td>
<td>0 Nasal</td>
<td>0 Poor Grammar</td>
<td>0 Hispanic</td>
</tr>
<tr>
<td></td>
<td>0 Slurred</td>
<td>0 Well Spoken</td>
<td></td>
</tr>
</tbody>
</table>

### LANGUAGE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Excellent</td>
<td>0 Taped</td>
</tr>
<tr>
<td>0 Good</td>
<td>0 Emotional</td>
</tr>
<tr>
<td>0 Fair</td>
<td>0 Rational</td>
</tr>
<tr>
<td>0 Poor</td>
<td>0 Irrational</td>
</tr>
<tr>
<td>0 Cursing</td>
<td>0 Deliberate</td>
</tr>
<tr>
<td></td>
<td>0 Laughing</td>
</tr>
</tbody>
</table>

### BACKGROUND NOISES:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Office machines</td>
<td>0 Airplanes</td>
<td>0 PA System</td>
<td>0 Animals</td>
</tr>
<tr>
<td>0 Factory Machines</td>
<td>0 Trains</td>
<td>0 Radios (CB/Police)</td>
<td>0 Quiet</td>
</tr>
<tr>
<td>0 Bedlam</td>
<td>0 Voices</td>
<td>0 Party</td>
<td>0 Street Traffic</td>
</tr>
<tr>
<td>0 Music</td>
<td>0 Cellular Phone</td>
<td>0 Static</td>
<td>0 Mixed</td>
</tr>
</tbody>
</table>
LaGrange College

Emergency Preparedness Plan

Chemical/Biological Agents or Threats

Chemical Agents

Chemical agents are for the most part poisonous vapors and/or airborne particles that have toxic effects on people, animals or plants. The severity of the injury caused by a chemical or chemical agent depends on the type and amount of chemical agent used, and the duration of exposure. If you are in public and you start experiencing unusual symptoms or smell unusual odors, calmly leave the area and head upwind, or outside. Fresh air is the best antidote to most hazardous materials. If you see a suspicious liquid or other matter on your person, remove it quickly with something disposable. Also, (when evacuating the area) avoid low places like ditches, basements and underground garages, as most chemical agents are heavier than air. When well clear of the attack area, wash yourself thoroughly with soap and water, double bag in garbage bags the clothes you were wearing and dispose of them. Chemical agents are susceptible to weather changes and prone to weaken in the air. A thorough cleansing and fresh air should be sufficient to survive a chemical attack.

Awareness of your surroundings and events happening around you are the biggest potential deterrent to criminal or terrorist acts. Put space between yourself and the attack scene as quickly as possible. Please report any suspicious activities or behavior to the Campus Services Department at 8296. This may include suspicious vehicles on and around campus, suspicious persons in and around buildings including those taking photographs or videotaping, students or facility or staff in locations unusual for their duties/responsibilities, suspicious packages around the building perimeter and or in any of the buildings and suspicious questions by unknown visitors or phone callers.

Should a large-scale chemical agent attack occur, authorities would instruct citizens to either seek shelter where they are and seal the premises “shelter in place” or evacuate immediately. While the duties and responsibilities involved in operations of this type are currently just evolving, LaGrange College will make every effort to comply with federal and state regulations for such events.

Biological Agents

Biological agents are organisms or toxins that have illness producing effects on people, livestock and crops. The government developed a list of select agents that could be used as biological weapons and then developed strict regulations governing the use of these select agents. We do not have any of these agents at Otterbein nor are we currently licensed to use any of these agents.

Unlike chemical agents, which have a rapid onset of symptoms, biological agents (and radiological agents) cannot necessarily be detected and may take time to grow and cause disease; it is almost impossible to know that a biological attack has occurred. If government officials become aware of a biological attack through an informant or warning by terrorists, they would most likely, instruct citizens to either seek shelter where they are and seal the premises "shelter in place" or evacuate immediately. While the duties and responsibilities involved in operations of this type are currently just evolving, LaGrange College will make every effort to comply with federal and state regulations for such events.

A person affected by a biological agent requires the immediate attention of professional medical personnel. Some agents are contagious, and victims may need to be quarantined. Also, some medical facilities may not receive victims for fear of contaminating the hospital population. Be aware that under these conditions, the Center for Disease Control (CDC) or local Department of Public Health is the authority in charge of the operation and LaGrange College will follow the orders given by the CDC.
As with any crime, your awareness of your surroundings and events happening around you are the biggest potential deterrent to criminal or terrorist acts. Please report any suspicious activities or behavior to the Campus Services Office at 8296. This may include suspicious vehicles on and around campus, suspicious persons in and around buildings including those taking photographs or videotaping, students or facility or staff in locations unusual for their duties/responsibilities, suspicious packages around the building perimeter and or in any of the buildings and suspicious questions by unknown visitors or phone callers.

A common terrorist mechanism to spread a chemical or biological agent(s) recently appears to be using our postal system. Don’t become a victim in this way; be aware of the origins of the mail you are handling before opening any letters or packages.

The following are the Center for Disease Control (CDC) and U.S. Postal Service’s definitions of suspicious mail and their recommendations for handling suspicious mail or packages.

**Identifying Suspicious Packages or Envelopes**

Some characteristics of suspicious packages and envelopes include the following:

- Inappropriate or unusual labeling
- Excessive postage
- Handwritten or poorly typed addresses
- Misspelling of common words
- Strange return address or no return address
- Incorrect title or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as "Personal", "Confidential" or "Do not x-ray"
- Marked with any threatening language
- Postmarked from a city or state that does not match the return address.

**Appearance**

- Powdery substance felt through or appearing on the package or envelope
- Oily stains, discolorations or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.

**Other suspicious signs**

- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

If a package or envelope appears suspicious, DO NOT OPEN IT.

**Handling of Suspicious Packages or Envelopes or Unknown Substance in Mail**

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
• Have the person who has touched the object wash their hands and face with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
• If at work, notify Campus Services immediately. If at home, contact the local law enforcement agency.
• If possible, create a list of persons who were in the room or area when this suspicious package or envelope was recognized and a list of persons who also may have handled this package or envelope. Give this list to both the local public health authorities and law enforcement officials.

If you receive an object in your office and you question its content or origin, or just feel uncomfortable about it, DO NOT OPEN THE OBJECT. Call Campus Services Office immediately and then call 911.

If you see, or someone else reports finding, an unknown substance (such as a white powder) in any mail or other material:

• Call the Campus Services Office at extension 8296 and then 911.
• Put the object in a plastic bag, such as a clean garbage bag. Use latex or other disposable gloves if available.
• Have the person who has touched the object wash their hands and face.
• Have the person report to emergency personnel.
• Once emergency personnel have arrived, follow their directions, as they are in charge of this incident from this point forward. The emergency responders will determine whether the unknown substance is hazardous or not. They will also determine whether or not the substance will be analyzed further and inform the College of proper handling and disposal methods for the unknown substance if determined to be non-hazardous.
LaGrange College
Emergency Preparedness Plan

Major Chemical Spills
If spill originates inside:

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to Campus Services at 8296--and the Fire Department at 911.
2. When reporting, be specific about the nature of the involved material and exact location. Campus Services will contact the necessary specialized authorities and medical personnel.
3. Any person on site should evacuate the affected area at once. When evacuating, stay UPWIND, UPSTREAM, and UPGRADE OF SPILLAGE.
4. Anyone who may be contaminated with a radioactive material must stay isolated from others. If it is a chemical contamination, wash affected area immediately for 15 minutes. Required first aid and clean-up by specialized authorities should be started at once.
5. If necessary, follow evacuation procedures.
6. Assist individuals with disabilities and those that may need help in exiting the building!
7. Do not return to an evacuated building unless the "all clear" signal is given. Do not take unsafe actions such as lighting matches, candles, etc.

If spill originates outside

1. Immediately call Campus Services at 8296 to report the accident.
2. Stay upwind, upstream, and upgrade of spillage. Leave the area when you are instructed to do so. Take care to avoid fumes or fires.

Explosion on Campus
In the event an explosion, take the following action:

1. Immediately take cover under a table, desk, or other object that will give protection against falling glass or debris.
2. After the immediate effects of the explosion and/or fire have subsided, notify Campus Services and call 911.
3. Give your name and describe the location and nature of the emergency.
4. If necessary, or when directed to do so, activate the building alarm (fire alarm). (Refer to the section on Evacuation Procedures.)
5. When the building evacuation alarm is sounded or when you are told by College officials to leave, walk quickly to the nearest marked exit and advise others to do the same. Assist those with disabilities in exiting the building! Remember that elevators are reserved for them. Do not use elevators in case of fire.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Report to your Emergency Assembly Point as soon as possible.
7. If requested, assist emergency crews as necessary.
8. A Control Center may be set up near the disaster site. Keep clear of the Control Center unless you have official business.
9. Do not return to an evacuated building unless told to do so by an Emergency Response Team member.
Transportation Disaster

In the event of a train accident or downed aircraft (crash) on campus:

Immediately take cover under tables, desks and other such objects which will give protection against falling glass or debris. Hold onto the furniture, if possible.

When safe to do so, notify the Fire Department (911) and Campus Services at 8296. Give your name and describe the location and nature of the emergency.

Assist individuals with disabilities and those that may need help in exiting the building!

Do not return to an evacuated building unless the "all clear" signal is given. Do not take unsafe actions, such as returning to the building before it has been declared safe, getting too close to the accident, or lighting matches, candles.
LaGrange College
Emergency Preparedness Plan

Sniper/Hostage Situation

During any sniper or hostage situation the goal is to contain and isolate the individual with the gun or hostage(s) while limiting the number of potential hostages/victims. Thus the steps to follow would be as stated in the Firearms/Weapons section above, that is:

- DO NOT approach the person with the weapon
- Move immediately out of the area to a safe location
- Notify others as you leave the area
- Call 911 and inform them of the situation, as they will contact the LaGrange Police Department
- Do not re-enter the area and take steps to prevent others from doing so until the authorities arrive
- Once you are in a safe area, do not leave unless a LaGrange Police Officer or Emergency Response Team member under the direction of the LPD arrives to escort you out.
- Remain as calm and as quiet as you can
- Do not attempt to rescue others unless you have been trained or can reach them in a safe manner
- Above all, do not endanger yourself

Once notified of a sniper or hostage situation, the LaGrange Police Department will use whatever communication system is available for the particular building involved to notify others in the building of a hostage or sniper situation. The LaGrange Police Department will also seal off that building and prevent others from entering it until the situation is resolved. The faculty and staff in the building involved in the incident should immediately lock the doors to the rooms they are in, turn off the lights and suggest all occupants seek shelter behind a brick or metal structure(s) that would provide some protection from bullets fired from a firearm. Faculty and staff in each room should then remain as calm and as quiet as possible and attempt to contact the Police (911) to advise them of their location and the number of people in the room. In such a situation a cell phone is the best communication device to use.

The LaGrange Police Department will assume control of the incident upon arrival and remove individuals from the building when safe to do so. Thus, you should remain in your secure (locked down) location until a LaGrange Police Officer arrives to escort you out of the room. The LPD will attempt to contact the sniper or hostage taker and negotiate with them. LaGrange College will follow the directions given by the LPD or the highest ranking official on scene during this process and will not be directly involved in the negotiations unless asked to participate by the highest ranking police official.

As with any crime, your awareness of your surroundings and events happening around you are the biggest potential deterrent to a criminal or terrorist act occurring. Please report any suspicious activities or behavior to Campus Service, Student Life, or the LaGrange Police Department. This may include suspicious vehicles on and around campus, suspicious persons in and around buildings including those taking photographs or videotaping, students or facility or staff in locations unusual for their duties/responsibilities, suspicious packages around the building perimeter and or in any of the buildings and suspicious by unknown visitors or phone calls.
LaGrange College
Emergency Preparedness Plan

Medical Causes for Emergency

Medical and First Aid

If a serious injury or illness occurs on campus, immediately dial 911. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

NOTE: The Fire Department has a direct line to the paramedics and ambulance and can render first aid and CPR themselves.

In case of serious injury or illness, Red Cross trained* personnel should quickly perform the following steps:

1. Keep victim still and comfortable. DO NOT MOVE VICTIM.
2. Ask victim, "Are you okay?" and "What is wrong?"
3. Check breathing, and if necessary, give artificial respiration utilizing a mouth shield barrier.
4. Control serious bleeding by direct pressure while wearing gloves.
5. Continue to assist the victim until help arrives.
6. Look for emergency medical I.D., question witnesses, and give all information to the paramedics.
7. Every office is encouraged to have a person trained in first aid and CPR. Training is available through the local American Red Cross.
8. In case or minor injury or illness, utilize First Aid Kits found in your area.

Only Red Cross trained (first aid, CPR) personnel should provide first aid treatment.

Industrial Causes for Emergency

Utility Failure

In the event of a major utility failure occurring during regular working hours immediately notify Campus Services at 8296 after hours, call 8196.

All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists. Follow evacuation procedures.

Assist individuals with disabilities and those that may need help in exiting the building!

Do not return to an evacuated building unless the "all clear" signal is given.

Electrical or Light Failure

Campus buildings equipped with emergency lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have flashlights and portable radios available for emergencies

Plumbing Failure/Flooding

Cease using all electrical equipment. Notify the Campus Services Office at 8296. If necessary, evacuate the area.
Serious Gas Leak

Cease all operations; do not switch lights or any electrical equipment on or off! Remember: Electrical arcing (turning on or off) can trigger an explosion! Notify the Campus Services Department at 8296. Evacuate the area, leaving doors and windows open.

Minor/Suspected Gas Leak

Call Campus Services at 8296 and area will be checked with combustible gas detector.

Ventilation Problem

If smoke or odors come from the ventilation system, immediately notify Campus Services at 8296. If necessary, cease all operations and evacuate the area.

Human Causes for Emergency

Violent or Criminal Behavior

In an emergency, dial 911. The LaGrange Police Department provides you with help and protection. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or are a witness to any on-campus criminal offense, avoid risks and call 911 immediately. If you observe a criminal act or a suspicious person on campus, immediately notify the LPD.

When reporting the incident, promptly include the following:

1. Nature of incident
2. Location of incident
3. Description of person(s) involved
4. Description of property involved

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or discharged explosives be a hazard on the campus, you should take cover immediately, using all available concealment. After the disturbance, seek emergency first aid if necessary.

Civil Disturbances or Demonstrations

Most campus student demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- INTERFERENCE with the normal operation of the college.
- PREVENTION of access to offices, buildings, or other college facilities.
- THREAT of physical harm to persons or damage to college facilities.

If any of the preceding conditions exist, Student Life should be notified, and will be responsible for contacting and informing the Administration. Depending on the nature of the demonstration, the appropriate procedure listed below should be followed:
Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this type should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct college business as normally as possible.

If demonstrators are asked but refuse to leave by regular facility closing time:

1. Arrangements will be made by the Administration to monitor the situation during non-business hours, or
2. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (see Section b., below).

Non-Violent Disruptive Demonstrations

In the event that a demonstration blocks access to college facilities or interferes with the operation of the college:

1. Demonstrators will be asked to terminate the disruptive activity by the Administration or designee.
2. The Administration or designee will consider having a photographer available.
3. Key college personnel and student leaders will be asked by the Administration to go to the area and persuade the demonstrators to disperse.
4. The Vice President of Student Life or designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
5. If the demonstrators persist in the disruptive activity, they will be apprised that failure to stop the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or the possible intervention of civil authorities.

Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken. After consultation with the President, the need for an injunction and intervention of civil authorities will be determined.

If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the police, the remaining demonstrators will be warned of the intention to arrest the demonstrators in violation.

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President will be notified.

During Business Hours:

The Vice President of Student Life will notify the LaGrange Police Department if necessary to prevent injury to persons or property.

- The President will determine necessary action.

After Business Hours:

The LPD should be immediately notified of the disturbance.

- LaGrange Police will investigate the disruption and report to and notify the President or designee.
Psychological Crisis

A psychological crisis exists when an individual is threatening harm to him/herself or to others; or is out of touch with reality due to a severe drug reaction or a psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or complete withdrawal. If a psychological crisis occurs:

1. Contact LaGrange Police at 911
2. The responsible Administrator should be informed.

The family of a minor will be notified in the event of hospitalization.

For Unusual or Potentially Dangerous Situations

1. NEVER try to handle a situation on your own that you feel is dangerous. Assess your best resources for the situation.
2. Notify Student Life of the situation. Dial 911 and report the incident. Clearly state that you need immediate assistance. Give your name, the nature of the incident and location of incident.

Crisis Intervention Process with Disruptive Persons

The following procedures may help you in identifying and handling crisis situations with disruptive persons:

Pre-Contact Stage

People in crisis are fearful, anxious, and vulnerable, making them extremely sensitive to offers of help. At times, feelings generated by this sensitivity may take the form of physical or verbal violence.

1. Survey the situation for possible danger before becoming involved.
2. Take a deep breath or two to calm yourself while you plan your course of action.
3. Protect yourself on approach; you cannot help if you are hurt.
4. People in crisis often feel physically trapped by the environment and can become agitated. Position yourself so you have an escape route and try not to place a troubled person where he/she has no exit.

Calming the Person Down

1. Don’t touch the disturbed person.
2. People tend to mirror your attitude and demeanor. Use your voice and manner to calm the person down. Give calm, simple, direct instructions.
3. Ask them to walk with you outside and to tell you what is upsetting them. Try to identify feelings.
4. Do not make threats, issue ultimatums or shout at the troubled person.
5. Buy time, let the situation cool down. Don’t rush or crowd them.

Problem Identification Stage

1. Encourage the person to talk with you while walking away from the scene of the disturbance.
2. Ask open-ended questions so that the person must think in order to formulate an answer. (Don’t ask questions that can be answered with a simple "Yes" or "No".)
3. Listen without judging.
4. Acknowledge their feelings (empathize).
5. Reassure frequently.
6. Clarify, paraphrase, summarize.
7. Don’t let the disturbed person switch the focus to you.
Specific Crisis Situations

Threatened Suicide or Homicide

A situation of extreme danger exists if a person is threatening to harm him or herself or others and has the means and strength to follow through with this threat.

1. Protect yourself and others as much as possible and call 911. Suicide attempters can be potentially dangerous.
2. Buy time. Listening may be exactly what a suicide attempter wants and needs from you. The odds of tragedy occurring decrease with the passage of time and good communication.
3. Keep in mind that some people bent on killing themselves have already made up their minds. Sometimes nothing we say or do can deter them.

Disputes or Threats of Violence

If disputants are engaged in verbal or physical conflict, call for help 911. Also call Campus Services, dial 8296.

1. Do not touch combatants.
2. This is a potentially very dangerous situation because hostile individuals tend to displace anger in any direction.
3. Protect yourself and others.

Pandemic Response

Pandemic influenza is a unique public health emergency. No one knows when the next influenza pandemic will occur. However, when it does occur it will be with little warning. Experts believe that we will have between one to six months between the identification of an influenza virus and the time that widespread outbreaks begin to occur in the United States. Outbreaks are expected to occur simultaneously throughout much of the nation, preventing relocation of human and material resources.

An influenza pandemic will likely occur in multiple waves. The effect of the initial wave on individual communities will be relatively prolonged (as long as six to eight weeks) when compared to the minutes-to-hours observed in most natural disasters. The next pandemic could have a devastating impact on the health and well being of the American public.

LaGrange College with direction from West Georgia Health Systems will declare when it is time to activate plans for the pandemic phase. We can’t anticipate exactly what will happen during an influenza pandemic, so plans will need to be adapted to reflect circumstances and situations as they arise.

An outbreak of meningitis, hepatitis, salmonella, anthrax, botulism, plague, smallpox, or other health problem, could cause an epidemic.

College response will follow the American College Health Association Guidelines relating to infectious diseases. The College will enlist the services of college nursing faculty, a Registered Nurse, or Doctor (if available) and add these individuals to the Emergency Response Team. The Emergency Response Team will obtain as much information as possible, type of problem, where, and how many people are affected.

Emergency Response personnel will assess the problem, determine the risk to the community, and if needed, begin preventive measures to hinder the spread (if communicable disease). The Emergency Director will notify the other team members.
If quarantine is deemed necessary, the Campus Services Department (under direction of Health Care officials) will secure the area, allowing only authorized personnel to enter.

The Emergency Response Team will coordinate with outside agencies (immunization, and treatment of victims) to determine the next phase in the response plan.

Student Life personnel will notify the families of affected students, and provide information to the remainder of the student body.

The Office of Communications and Marketing will coordinate any media releases that are necessary.

Students, faculty, and/or staff in need or counseling services following the emergency will be referred to the Chaplain’s Office and the Counseling Center as appropriate.

The College’s continued response will be dictated by local health care officials as the situation unfolds.
LaGrange College
Emergency Preparedness Plan

Shelter in Place

During certain emergency situations—such as armed intruder, chemical releases, radioactive material releases, and some weather emergencies—you may be advised to “shelter in place” rather than evacuate the building.

1. Go inside or stay inside the building.
2. Do not use elevators.
3. Shut and lock all windows and doors.
4. Turn off the heat, air conditioning, or ventilation system, if you have local controls for these systems.
5. Close fireplace dampers.
6. Quickly locate supplies you may need, e.g., food, water, radio, etc.
7. If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements even if the windows are closed.
8. If possible, monitor main College web page, or the radio, or television for further information and instructions.
9. Do not call 911 unless you are reporting a life-threatening situation.
10. When the “all clear” is announced:
    - Open windows and doors.
    - Turn on heating, air conditioning, or ventilation system.

Go outside and wait until the building has been vented.
LaGrange College

Emergency Preparedness Plan

Personal Preparedness

Besides taking part in training and drills, each employee should take measures to become personally prepared at work. The following suggestions will help employees to become fully prepared:

1. Become familiar with the location of nearby exits and alternate evacuation routes.
2. Know the location of fire extinguishers, fire alarms, and first aid kits.
3. Keep a small supply of emergency food on hand (e.g., energy bars, non-perishable snack items, etc.) as well as bottled drinking water.

Arrange nearby file cabinets so that heavier items are in the bottom, to lessen the potential of the cabinets falling over.

1. Do not place items on top of cabinets.
2. Do not store items under desks or tables, as these spaces will be needed during the "duck and cover" activity required in certain emergencies.
3. In cases of special dietary or medical needs, keep a small supply of such food and medicine on hand, and advise a fellow staff member of their location.
4. Make sure that each person knows and practices ways of protecting her/himself from falling objects, smoke, fire, caustic fumes, etc.
5. Make sure that each person knows and practices how to shut off utilities.

Apartment Safety

Secure items that could fall and cause damage or injury during a disaster, such as the water heater, refrigerator, bookshelves, and other tall and heavy furniture.

If necessary, change the placement of furniture and household items to make the home environment safer. For example, don’t place beds under windows or heavy objects over beds; keep exit routes clear; move heavy items to lower shelves or drawers; and remove or isolate flammable materials.

1. Install clips, latches, or other locking devices on cabinet doors.
2. Provide strong support and flexible connections on gas appliances.
3. Make sure that everyone has a flashlight and sturdy shoes near the bed.
4. Don’t burn Candles! It’s the number one cause of Dorm fires.

Emergency Supplies and Equipment

Try to store the items in a place that will be accessible even if there should be structural damage to the apartment. It is recommended that your apartment be equipped with the following emergency supplies and equipment:

1. Bottled water (two quarts to 1 gallon per person per day)
2. Food (canned or dehydrated, with current expiration dates)
3. Utensils (knives and forks, can opener, pots, etc.)
4. Paper plates and towels
5. First aid kit (with instructions)
6. Blankets or sleeping bags
7. Portable radio (with spare batteries)
8. Critical medication and glasses
9. Fire extinguisher (dry chemicals)
10. Flashlight (with spare batteries and bulb)
11. Watch or clock (battery or spring wound)
12. Sanitation supplies (soap, plastic bags, tissue, waste containers)
13. Crescent wrench (for turning off gas)
14. Other tools (axe, hammer, screwdriver, pliers, shovel)
15. Rope and plastic tape
16. Gloves

Personal Preparedness for your Automobile

It is also recommended that your automobile be equipped with a small amount of supplies and equipment, as follows:

1. Bottled water
2. Non-perishable food
3. First aid kit (with instructions)
4. Blankets
5. Critical medication
6. Fire extinguisher (CO2)
7. Flashlight (with spare batteries and bulb)
8. Sanitation supplies (plastic bags, tissues, moistened towelettes, etc.)
9. Tools (screwdriver, pliers, knife)
10. Rope and plastic tape
11. extra car keys
LaGrange College
Emergency Preparedness Plan

DISASTER RECOVERY

The goal of disaster recovery is to minimize the effects of the disaster. It begins with a comprehensive assessment of each department at the start of recovery operations. This assessment must ensure that all the appropriate steps are taken to:

1. minimize disruption of services to students and the institution;
2. provide for a timely resumption of operations;
3. minimize financial losses, including limiting exposure to potential liability claims.

After stabilization of the disaster situation, the Emergency Response Team can begin to refocus their efforts on recovery. As damages are assessed and repairs begun, additional area-specific disaster recovery teams will evaluate their respective operations and begin the recovery process. Such information shall be communicated to the President, who has final decision-making authority on the resumption of operations.

The three broad operating functions of the College are academics, students, and administrative operations. The following three teams are designed to address those respective areas. Team Coordinators report directly to the President. Team members are loosely identified in order to accommodate the nature of the disaster and attendant recovery efforts; the Team Coordinator will activate members appropriate to the crisis. Additional teams may be named by the President as needed.

Academic Operating Continuity Team
The Academic Recovery Team is responsible for evaluating academic facilities during recovery operations and arranging, as necessary, for any alternative facilities or scheduling to be used in order to continue operations. This committee makes contingency arrangements with other institutions and otherwise assists academic departments with the resumption of normal academic activities.

Team Coordinator: Vice President for Academic Affairs and Dean

Team members may include:

Associate Dean, division chairs, department chairs, faculty/staff,
Library Director, IT staff, Registrar, V. P. Enrollment Management, Admissions Director.

As the institution begins salvage and restoration work, department chairs, faculty, and academic support staff will be called upon to assist with books, equipment, and other teaching devices specific to their department or academic work. This is especially important with respect to the Science Department where equipment, chemicals, and specialized instruments are known only to the faculty and area specialists.

It is suggested that related academic operating contingency plans and information be developed to include:

1. Academic Operating Contingency Plan
2. IT Operating Contingency Plan
3. Library Operating Contingency Plan

Student Life Team
The Student Life Team is charged with ensuring that the needs of students as occasioned by a crisis are met. This includes planning for any contingencies that affect the lives of students: housing, food service, health/medical care, transportation, and mental health.

Team Coordinator: Vice President for Student Life and Retention
Team members may include:

Dean of Student Life, Chaplain, Campus Interfaith Staff Director of Student Activities and Service, Residence Directors, resident advisors, community leaders, International Student Advisor, Director of Counseling, Director Food Service, Director of Campus Services, Event Coordinator, Athletic Trainer, Coaches.

The following related plans should be developed or considered:

1. **Stress Management Plan**
2. **Death of Student**
3. **Emergency Housing Plan**
4. **Food Service Disaster Plan**
5. **Summer Conference Guest List**

**Business & Administration Operating Continuity Team**

The purpose of the business recovery team is to restore all College business operations to a functioning level as quickly as possible. The team shall develop pre-crisis contingency plans that ensure that critical College records are preserved or backed-up in the event of a disaster. Areas covered include:

1. financial: records including payables, receivables, budgets, audits, payroll, etc.; emergency financial services and procurement, credit;
2. student records: transcripts, financial aid;
3. personnel: emergency staffing (including hiring temporary employees), insurance,
4. payroll contingency plan, employee benefits, personnel files.

**Team Coordinator:** Executive Vice President for Administration

Team members may include:

Controller, accounting V.P. Enrollment Management, Director of Campus Services, Director of Communication and Marketing, Chairman of Building and Grounds (insurance representatives) Director Information Technology, IT staff, Asst. Registrar, Director Financial Aid.

Related plans and information should be developed:

- **IT Operating Contingency Plan.**
- **Emergency Financial Services Plan**