

IMPORTANT PHONE NUMBERS

GEORGIA PERIMETER COLLEGE PUBLIC SAFETY

EMERGENCIES: ext.5511 from any campus phone OR
(770) 274-5511 or 911* from a cell phone.

NON-EMERGENCIES: ext.5500 from any campus phone OR
(770) 274-5500 from a cell phone.

Local Agencies:

FIRE	911
PARAMEDICS	911
POLICE	911

*From a campus phone you must dial 9-911

MEDICAL/FIRST AID EMERGENCIES

1. For life-threatening emergencies dial ext.5511 on any campus phone or (770) 274-5511 from a cell phone. Give clear directions as to the location of the victim.
2. **DO NOT MOVE THE VICTIM UNLESS THEIR SAFETY IS IN JEOPARDY.**
3. Make the victim as comfortable as possible. Cover the victim with a blanket to minimize shock.
4. If the victim stops breathing, refer to the CPR section of this guide.

POWER BLACKOUT

1. Notify Public Safety at (770) 274-5511 or ext.5511 on a campus phone.
2. If evacuation of the building is ordered, seek out and assist any disabled persons.
3. Faculty and staff in labs and offices should secure experiments, activities and/or equipment that might present a danger while electrical power is off, or which could present a hazard when power is restored.
4. Turn off ALL electrical equipment (computers, printers, AC units, etc.).
5. Leave room light switches in the ON position.

NOTE: All GPC phone systems are Voice Over Internet Protocol (VOIP). Although these phone systems are on an uninterrupted power supply (battery backup), phone outages may occur. Always have a cell phone with you in case you need assistance and campus phones are unavailable.

FIRE

1. **ACTIVATE THE NEAREST FIRE PULL STATION.** If it is safe to do so, **stay at this location** until Public Safety or Fire personnel arrive.
2. If the fire is easily extinguishable and you are confident of your ability, attempt to do so using the nearest available fire extinguisher. **If not, evacuate immediately.** Make certain that the type of extinguisher is appropriate to the type of fire by reading the label in the extinguisher. **If you are uncertain the extinguisher is safe to use, wait for Public Safety or Fire personnel.**
3. If the building fire alarm has sounded, evacuate the building to a designated safe area a minimum of 500 feet from the building. Refer to map on the last page.
4. **When evacuating, assist any disabled persons.**
5. If trapped on a second story or higher, hang an article of clothing out of the window if possible, to signal responders to your location. Anyone trapped in the room should remain close to the floor to avoid smoke.
6. Close all doors when exiting building.
7. All fires, no matter how small, must be reported to Public Safety.

LOCKDOWN/SHELTER IN PLACE PROCEDURES

LOCKDOWN

1. A lockdown condition will be announced by Public Safety personnel.
2. Close and **lock the door** (if possible) to the room you are in.
3. No one is to leave the room after being informed of a lockdown condition.
4. Keep away from doors and windows, stay low and seek shelter.
5. Await instructions from Public Safety or authorized college personnel.

SHELTER IN PLACE

1. A shelter in place condition will be announced by Public Safety personnel.
2. Close the door to the room you are in. Close windows if directed to do so.
3. No one is to leave the room after being informed of a shelter in place condition.
4. Keep away from doors and windows.
5. Await instructions from Public Safety or authorized college personnel.

GAS, CHEMICAL OR HAZARDOUS MATERIAL SPILL/LEAK

Hazardous chemicals and/or materials are utilized on campus in various locations. Also, trains, tractor trailers and contractors may travel on or around campus with hazardous materials that may threaten the environment of the campus in the event of a spill.

The following steps should be taken in the event of a spill or leak:

1. Any natural gas leak, spillage of a hazardous chemicals/radioactive materials must be reported immediately to Public Safety at (770) 274-5511 or ext.5511 from any campus phone.
 - a. If the emergency involves natural gas, attempt to locate the gas shut-off valve in the area to stop the gas leak. Public Safety & Plant personnel will provide specific guidelines for handling of gas leaks.
2. When reporting an incident, be specific about the material involved and approximate quantities, if possible. Public Safety and/or Environmental Health & Safety will initiate a response to contain and clean the spill.
3. Personnel should vacate the affected area and seal it off to prevent access to unauthorized persons and to mitigate further contamination of other areas and personnel. **AT NO TIME SHOULD ANY UNAUTHORIZED PERSONNEL RE-ENTER AND AREA THAT HAS BEEN EVACUATED.**
4. If evacuation is necessary, the building alarm should be activated and evacuation procedures followed. **EVACUEES MUST BE NOTIFIED OF THE AFFECTED AREA(S) TO PREVENT CONTAMINATION DURING EVACUATION.**

EXPLOSION/AIRCRAFT DOWN ON CAMPUS

1. Immediately take cover under tables, desks or other objects which will give protection against falling glass and debris.
2. After the effects of explosion and/or fire have subsided, notify Public Safety at (770) 274-5511 or ext.5511 on a campus phone.
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 at the nearest fire pull station.
5. **EVACUATE THE BUILDING IMMEDIATELY!**
6. **DURING EVACUATION, SEEK OUT AND ASSIST DISABLED PERSONS. DO NOT USE ELEVATORS. STAY CALM AND DO NOT CAUSE PANIC IN OTHERS.**
7. Once outside, proceed to a safe area a minimum of 500 feet from the affected area. Proceed to your assembly point, if possible.
8. If requested, assist responders as necessary.
9. Emergency responders may stage or set up a command post near the disaster site. Keep clear from these areas unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS DIRECTED TO DO SO BY A COLLEGE OFFICIAL.**

EARTHQUAKE

1. **IF INDOORS**, seek shelter under tables, desks or other objects that will provide protection from falling glass and debris. **STAY AWAY FROM WINDOWS, SHELVES AND HEAVY EQUIPMENT THAT MIGHT FALL.**
2. **IF OUTDOORS**, move away from buildings, trees, utility poles and other structures.
3. If in an automobile, stop as quickly as possible in a safe place, away from overpasses, trees and utility poles. Stay in your vehicle for the shelter it offers.
4. After the initial shocks subside, contact Public Safety at (770) 274-5511 or ext.5511 from any campus phone.
5. Report any injuries or damage.
6. Be prepared for aftershocks.
7. Evacuate the building when instructed to do so or when the shaking stops.
8. Seek out disabled persons during evacuation and assist their exit.
9. **BEWARE** of falling debris, glass and electrical wires. **REPORT ANY SMELL OF GAS IMMEDIATELY AND CLEAR THE AREA!**
10. Proceed to a safe area a minimum of 500 feet from the building and away from utility poles and light poles.
11. Follow any instruction given by responders and be prepared to assist if necessary.

SEVERE WEATHER

FLOOD/ICE/THUNDERSTORM/TORNADO/WIND PREPAREDNESS

Flood/Ice/Thunderstorm/Tornado/Wind Watch- indicates that atmospheric conditions are conducive for the development of the stated warning. Employees should be aware of changing weather conditions and be prepared to take action if necessary.

Flood/Ice/Thunderstorm/Tornado/Wind Warning- indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the Public Safety Department will issue notification through telephone, email and runner communications. Campus Emergency Response Teams will also be notified.

Hazardous weather conditions can develop in seconds and may not allow for formal communications. In the event an employee feels that weather is immediately threatening they will take the following actions:

TAKE COVER! Instruct students, faculty and staff in the immediate area to find a wall near the interior of the building, away from windows and exterior doors. Persons should seek shelter near a wall or under heavy duty furniture and/or objects, or in a bathroom and remain in place until severe weather passes.

DO NOT LEAVE THE BUILDING OR INITIATE EVACUATIONS DURING THESE CIRCUMSTANCES. WHEN SEVERE WEATHER STRIKES, POWER MAY BE DISRUPTED, CAUSING ALARMS TO SOUND. IF FIRE IS NOT IMMEDIATELY PRESENT AND A CLEAR EXIT IS MAINTAINED, EVERYONE SHOULD REMAIN WHERE THEY ARE UNTIL SEVERE WEATHER PASSES.

The Public Safety Department monitors the National Weather Service radio and will initiate notifications when weather bulletins are issued for the immediate area.

EMERGENCY EVACUATION PROCEDURES

Use the emergency evacuation route for the area in which you are located. If the exit is blocked, use the nearest marked exit and alert others to do the same.

1. The building must be evacuated if one or more of the following conditions exist:
 - a. **FIRE OBSERVED**
-Evacuate immediately if it is safe to do so.
 - b. **FIRE ALARM SOUNDED IN BUILDING**
-Evacuate in a calm and orderly manner to designated safe area (see map) a minimum of 500 feet from the building.
 - c. **EXPLOSION**
-Evacuate building immediately if it is safe to do so.
 - d. **BOMB THREAT**
-Evacuate only if ordered to do so by Public Safety or college official, or if you observe a suspicious package in your area. **REMAIN CALM, DO NOT PANIC.**
2. The aforementioned guidelines do not preclude college faculty or staff from evacuating an area or building if, in their opinion, the safety of students, faculty and/or staff is threatened.
3. **ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE THE ELEVATOR IN CASE OF FIRE AND/OR POTENTIAL POWER LOSS.**

CAMPUS AREA EVACUATIONS

1. Evacuation of all or part of the campus will be announced by Public Safety.
2. All persons are to immediately vacate the area and move to another part of the campus grounds or vacate the campus entirely, as directed by Public Safety personnel.
3. Emergency Building Coordinators are responsible for accounting for personnel in their zone. **DO NOT LEAVE UNTIL YOU HAVE BEEN ACCOUNTED FOR BY A COLLEGE REPRESENTATIVE! DO NOT RETURN TO YOUR BUILDING UNLESS PERMISSION IS GIVEN BY PUBLIC SAFETY!**

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus DO NOT HANDLE OR APPROACH THE OBJECT. Clear the area immediately and call Public Safety at (770) 274-5511 or ext.5511 from any campus phone.
2. Any person receiving a phone call bomb threat should attempt to ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb? (The caller may be willing to discuss this)
 - What is your name?
3. Listen for background noises (e.g. trains, airplanes, TV sounds, industrial sounds, etc.) that may help in identifying where the call came from.
4. Keep talking to the caller as long as possible and record the following:
 - Time of call
 - Age & gender of caller
 - Speech pattern, accent, nationality, etc.
 - Emotional state of caller
5. If possible, notify a co-worker to contact Public Safety immediately without letting the caller know.
6. Do not inform others in the building that a threat has been received until cleared by Public Safety. An assessment must be made to determine the credibility of the threat. IT IS IMPORTANT NOT TO CAUSE PANIC OR FEED A CALLERS ATTEMPT TO CAUSE CHAOS.
7. **EVACUATION ORDERED-** Public Safety Officers will conduct a search of the area. Employees in the affected area may be asked to assist in identifying objects that are unusual or out of place. Refer to the evacuation procedures on the previous page.
8. **EVACUATION NOT ORDERED-** Public Safety may choose to conduct a covert search of the affected area to determine the credibility of the threat.
9. **BOMB/SUSPICIOUS PACKAGE LOCATED-** Public Safety will order the immediate evacuation of the affected building/area. CELL PHONE USE AND TWO-WAY RADIO COMMUNICATIONS ARE ABSOLUTELY PROHIBITED WHILE THE DEVICE IS UNDER SUSPICION!
10. The College President will be immediately notified and the appropriate municipal law enforcement agency for Bomb Squad response.

CIVIL DISTURBANCE OR DEMONSTRATION

*Demonstrations shall be conducted at designated campus "Free Speech" zones (see campus map).
Demonstrations will not be disrupted unless one or more of the following conditions exist:*

1. INTERFERENCE with normal campus operations of the College.
2. PREVENTION of access to offices, buildings or other College facilities.
3. THREAT of physical harm to persons or damage to College facilities.

If any of these conditions exist, contact Public Safety immediately.

PEACEFUL NON-OBSTRUCTIVE DEMONSTRATION

1. Generally, demonstrations of this kind shall not be interrupted, obstructed or provoked and efforts should be made to conduct College business as normal as possible.
2. If demonstrators are asked to leave but refuse to leave by close of business:
 - a. Public Safety personnel will monitor the demonstration.
 - b. The College President will determine if the demonstration should be considered as disruptive.

NON-VIOLENT DISRUPTIVE DEMONSTRATIONS

1. Demonstrators will be asked to terminate the disruptive activity by the College President or his/her designee.
2. The College President or his/her designee, if deemed necessary, will have a photographer/videographer present to document the incident.
3. Key College personnel and/or student leaders may be asked by the President or his/her designee to persuade the demonstrators to desist.
4. If demonstrators persist disruptive activity they will be advised that failure to discontinue the specified action within a determined period of time may result in disciplinary action, including suspension, expulsion, or arrest. **Except in extreme emergencies, the President will be consulted prior to any such action being taken.**
5. Efforts should be made to secure positive identification of demonstrators to facilitate any subsequent investigations.
6. After consultation with the College President, the Executive Vice President, the Vice President of Academic Affairs, and the Chief of Police, the need for an injunction of civil authorities shall be determined.
7. **If a court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intent to arrest.**

VIOLENT DISRUPTIVE DEMONSTRATIONS

During Regular Business Hours:

1. The College President or his/her designee and all campus Public Safety personnel will be summoned to the scene.
2. The College President or his/her designee will call for a photographer/videographer to the scene to document the incident.
3. Public Safety will be responsible for containing demonstrators and will request mutual aid, if necessary. The request for mutual aid will be determined in consultation with the College President or his/her designee.

After Regular Business Hours:

1. Public Safety will be notified immediately of the disturbance.
2. Public Safety will investigate and implement the appropriate Notification Procedure.

NOTE: The Public Safety Director or senior on duty Public Safety Police Officer reserves the right to order officer intervention without counsel from others if it is deemed necessary to protect life and/or property.

FIRST AID FOR CHOKING AND CPR

First Aid for a Choking Conscious Adult:



Step 1 Determine if the person can speak or cough. If not, proceed to the next step.



Step 2 Perform an abdominal thrust (Heimlich Maneuver) repeatedly until the foreign body is expelled.



Step 3 A chest thrust may be used for markedly obese persons or in late stages of pregnancy.

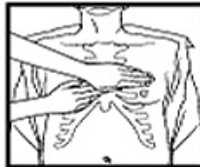
How to perform Adult CPR:

CALL



CALL 911

PUMP

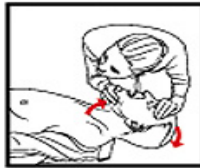


**POSITION HANDS
IN THE CENTER OF
THE CHEST**



**PUSH DOWN IN
THE CENTER OF THE
CHEST HARD AND
FAST TWO INCHES
30 TIMES. PUMP
AT 100/MIN**

BLOW



**TILT HEAD,
LIFT CHIN,
CHECK
BREATHING**



**GIVE TWO
BREATHS**

**CONTINUE WITH 30 PUMPS AND TWO BREATHS
UNTIL HELP ARRIVES**