

# EMERGENCY RESPONSE PLAN

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CAMPUS SAFETY AND SECURITY

J. SMITH LANIER II ACADEMIC CENTER



Point University

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## **Section 1: Introduction**

### **1.1 Importance of Being Prepared**

Point University encourages every department and constituent of the University to take emergency preparedness seriously by actively planning. Preplanning and training can ensure a faster response to help mitigate the impact of any emergency incident, regardless of the magnitude.

### **1.2 Role of Safety and Security Office**

The director of safety and security shall ensure an annual review and update of the Point University Campus Emergency Response Plan and publish the updated plan after consultation with the Emergency Management Team members. The director of safety and security shall coordinate annual training to all team members and key campus responders in accordance with best practices, local, state and federal applicable laws.

## **Section 2: Campus Emergency Response Plan**

### **2.1 Policy Statement**

Point University organizes, coordinates and directs available resources toward an effective response to, and recovery from, emergencies. The effectiveness of this effort is dependent on the development of a comprehensive emergency response plan policy. This policy includes promulgating a chain of command and establishing the authority and responsibilities of campus officials and staff members.

#### **2.1.1 Purpose**

The emergency response procedures outlined in this manual are to enhance the protection of lives and property through effective use of University resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routing measures, the University president or his or her designee(s) may declare a state of emergency, and these contingency guidelines may be implemented. There are two types of emergencies that may result in the implementation of this plan. These are (1) a large-scale disorder, and (2) a large scale natural/man-made disaster.

#### **2.1.2 Scope**

These procedures apply to all Point University personnel, buildings and property owned and operated by the University, including those peripheral areas surrounding the University.

### **2.2 Definitions**

#### **2.2.1 Category One Emergency**

A category one emergency effects only one department or division of the University and does not require a response beyond the capability of that unit working with the Safety and Security Office.

#### **2.2.2 Category Two Emergency**

A category two emergency requires a coordinated response by multiple departments or divisions of the University. The Emergency Operations Center may be established.

### **2.2.3 Category Three Emergency**

A category three emergency is catastrophic in scale, affects the community surrounding the University and requires a response beyond the University's internal capabilities. The Emergency Management Team mobilizes at the Emergency Operations Center.

### **2.2.4 Emergency Management Team**

The Emergency Management Team (EMT) will make all decisions concerning category two or three emergencies. This team includes the individuals listed in 2.7.4 below.

### **2.2.5 Emergency Operations Center**

A physical location at which the Emergency Management Team convenes to establish and carry out strategies and tactics, deploy resources and initiate the recovery process.

### **2.2.6 Emergency Response Team**

A group of individuals who assess the scope of a potential emergency, incident or situation.

### **2.2.7 Emergency Management Team Director**

The Point University director of safety and security or designee.

### **2.2.8 Emergency Preparedness Policy Group**

Individuals responsible for policy development, implementation and review and training of University personnel on emergency response planning and implementation.

### **2.2.9 Evacuation**

The process of moving horizontally or vertically in a facility for the purpose of exiting and relocating to a predetermined rally point.

### **2.2.10 First Responder**

Emergency response personnel who are trained to provide initial medical and safety needs during an emergency.

### **2.2.11 Incident Command**

A specific method for coordinating and managing both simple and complex emergency responses by utilizing a top-down command structure.

### **2.2.12 Lock Down**

The process of securing all entrance locations of all campus-controlled facilities for the purpose of preventing entry.

### **2.2.13 Operational Unit**

A college, department, administrative service center or operational entity.

### **2.2.14 Rally Point**

A predetermined location outside of a facility for individuals to meet and be accounted for after being evacuated from a facility.

### **2.2.15 Shelter in Place**

The process of moving horizontally or vertically in a facility for the purpose of relocating to the safest location within the facility based on the type of emergency encountered.

## **2.3 Assumptions**

The University Emergency Response Plan is predicated on a realistic approach to problems likely to occur on campus during a major emergency or disaster. The following are general guidelines:

- An emergency or a disaster may occur at any time of the day, night, weekend or holiday, and with little or no warning.
- The succession of events in an emergency is not predictable, and therefore, published support and operational plans will serve only as a guide and checklist and may require field modification to meet the requirements of the emergency.
- Disasters may affect residents within geographical proximity to Point University, and therefore, the cities of West Point, Georgia; Lanett, Alabama; Valley, Alabama; Peachtree City, Georgia; and Savannah, Georgia. Disaster and emergency services and state and federal emergency services may not be immediately available. A delay in off-campus emergency services may be expected up to 48 to 72 hours.
- A major emergency may be declared by the Point University president or his or her designee(s) if information indicates that such a condition is developing or is probable.
- Any incident which has the potential for adverse publicity concerning campus resources and/or instrumentalities of the University should be promptly reported to the Safety and Security Office.

## **2.4 Types of Emergencies**

Response plans shall be developed by the necessary department/divisions for the following emergencies:

- Tornado
- Severe Weather/Snow
- Fire
- Medical Emergency
- Utility Failure
- Gas Leak
- Violent Criminal Behavior
- Civil Disturbance or Demonstration
- Flood
- Bomb Threat
- Chemical Spill or Radiation Release
- Water Contamination
- Explosion on Campus
- Active Shooter

## **2.5 Declaration of Campus State of Emergency**

The authority to declare a campus state of emergency rests with the Point University president or his/her designee(s) as follows: When conditions are present that meet the definition of a campus emergency or disaster, the University's Safety and Security Office, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, to safeguard persons and property and to maintain educational facilities. Declaration of a campus state of emergency should be made in consultation with coordinators of Troup/Chambers County (West Point Campus) or the Peachtree City or Savannah emergency management divisions. These emergency management coordinators can provide Point University with assistance in obtaining outside resources, which will be required to successfully lessen the human and financial impact of disasters and emergencies.

The Point University Safety and Security Office shall immediately consult with the Emergency Management Team regarding the emergency and follow all directions set forth in this response plan. Only those faculty and staff members who have been assigned emergency response team duties will be allowed to enter the immediate disaster site.

When a declaration of a campus state of emergency (category two or three emergency) is made, the University reserves the right to allow only registered students, faculty, staff and affiliates (e.g., persons required by employment) authorized to be present on campus. Those who cannot present proper identification (registration, employee identification card or other ID) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable state criminal codes.

## **2.6 Emergency Contact List**

Point University's Safety and Security Office shall retain updated emergency contact numbers from every Emergency Response Team member. An annual document will be published as an appendix to the Crisis Communication Plan. The Communications Office will have the latest copy on file for access.

## **2.7 Incident Command Posts**

When a major emergency occurs, or is imminent, it shall be the responsibility of the Safety and Security Office to set up and staff an appropriate incident command post. The incident command post will be established in accordance with the guidelines listed by the Federal Emergency Management Agency (FEMA). The incident command post can be either a Field Incident Command Post or a General Incident Command Post.

**2.7.1 Field Incident Command Post:** If the emergency involves a large part of the campus, a Field Incident Command Post will be established as near to the emergency as reasonably possible.

**2.7.2 General Incident Command Post:** If the emergency involves a large part of the campus, the General Incident Command Post is to be established in the Executive Board Room in the University President's Office. If that site is unavailable, then the command post will be established in the Parr House Annex.

**2.7.3 Emergency Operations Center (EOC):** Upon activation by the president or his or her



designee(s), the primary site for the EOC is the Executive Board Room, Room 201 in the Lanier Academic Center.

**2.7.4 Emergency Management Team:** The Emergency Management Team shall be headed by the president or his/her designee(s). The team shall consist of the following individuals or their designee:

- President
- Chief of Staff
- Chief Academic Officer
- Chief Financial Officer
- Chief Enrollment Officer
- Senior Director of Communication
- Director of Human Resources
- Director of Safety and Security

*Additional personnel will be included when their operational areas are affected.*

## **2.8 Importance of Crisis Communication**

A critical aspect of an organization's strength is its ability to communicate effectively in an emergency. This requires thoughtful, proactive planning, which lays out the fundamental structure and systems for external and internal response to a wide variety of events and conditions. Since all possible scenarios cannot be planned for in detail, a well-developed plan requires detailing of responsibilities, procedures and action plans that address general categories of emergencies and crises.

The responsibility of the Communications Office is to ensure all departments and appropriate staff are informed of media procedures. This will be critical to successful implementation of the plan in the event of an emergency. Effective responses will also depend on the following:

- Timely response to media requests;
- Effective utilization of available resources, both internal and external;
- Clear definition of roles and responsibilities of individual staff members and departments;
- Carefully planned communications with all interested parties;
- A relationship with media organizations that fosters their playing a supportive role in our communication efforts; and
- Periodic re-valuation and update of this plan to incorporate administrative and organizational changes, as well as other changes which need to be considered in the plan, such as new buildings, systems, new types of labs, etc.

## **Section 3: Crisis Communication Plan**

### **3.1 Policy Statement**

A variety of crises necessitate the implementation of a communication plan. A crisis is broadly defined as a situation that affects or threatens to dramatically affect the lives, health and property of the campus community or which may adversely impact the operation, reputation or normal activities of the University. Careful preparation, planning and complete honesty may reduce the negative effects of a crisis.

### **3.2 Formation of Emergency Response Team**

For all crisis situations, the director of safety and security is the first contact and assumes responsibility for notifying the president, chief of staff, dean of students, and senior director of communication. After this notification is made, a determination will be made as to what course of action will be taken in response to the incident.

### **3.3 Incident Management Meeting Locations**

A minimum of three working locations may be required during a crisis. This plan recognizes that no two critical incidents are the same and discretion is left with the team leader, the director of safety and security, to determine how many locations are needed.

### **3.4 Target Internal/External Audiences**

- Campus community (student, faculty, staff)
- Parents
- Area schools, daycares, churches
- General public
- Media
- Trustees
- Alumni

### **3.5 Communication Methods**

The following communication methods may be used in a crisis situation to relay critical information to target audiences. The content for all messages will be determined by the Emergency Operations Team designated official if the team has not yet been assembled.

**3.5.1 Rave Mobile Safety Alert:** Delivers text message alerts to email, home, cell/or work phones. Messages can be sent to email addresses only or all devices.

**3.5.2 Point University Website:** Messages about the crisis situation may be posted on the homepage, [www.point.edu](http://www.point.edu).

**3.5.3 All-Campus Email:** Messages reach Point email addresses and can be sent to the following groups: Everyone, faculty/staff or students.

**3.5.4 All-Campus Voicemail:** Messages are sent to official campus listed faculty and staff phones.

**3.5.5 Campus Operator:** Messages can be recorded on the main campus phone line at 706-385- 1000.

### **3.6 Guiding Principles for Crisis Communications**

In a crisis, Point University will endure by rapidly responding, showing compassion and taking responsibility. See more detail in the University's crisis communication plan, available for senior leaders.

## Section 4: Pandemic Emergency Plan

### 4.1 Pandemic Policy and Protocols

The definition of a pandemic incident, for purposes of this policy, is the severe outbreak of disease that affects a significant population of Point University staff, faculty and/or students. It is crucial to make clear and timely decisions and to know who is in charge of specific activities and how those roles might change if a limited outbreak changes into a pandemic. Point University recognizes that this level of preparedness requires a high level of cooperation and commitment from all areas within the University.

The general expectation is that administrators and appropriate Point University staff will work to ensure the safety of our campus population and take necessary steps to lessen risks associated with the spread of any known virus.

Declaration of a campus pandemic emergency shall be the decision of the University president, upon the recommendation of the Emergency Response Team.

### 4.2 Leadership and Incident Command of a Pandemic Outbreak on Campus:

To ensure continuity of planning, medical services and mitigation, Point University recognizes that leadership roles will need to be defined in the case of a pandemic outbreak on campus. The president of the University shall have final authority, but will rely on the following administrators in a unified command to facilitate operational decisions:

|               |   |
|---------------|---|
| Faculty       | Chief Academic Officer                    |
| Staff         | Human Resources Manager                   |
| Students      | Chief Enrollment Officer                  |
| Visitors      | Director of Guest and Community Relations |
| Athletics     | Athletic Director                         |
| Operations    | Chief of Staff                            |
| Communication | Senior Director of Communication          |

## Section 5: Rave Mobile Safety Alert

### 5.1 Personal Emergency Notification System Reminder

The director of safety and security and the Communications Office work collaboratively to inform the campus community of any incident by taking one or more appropriate steps to ensure timely notification. Point University utilizes the following methods to notify and deliver messages, emergency messages included, to the campus community:

- Rave Mobile Safety Alert
  - Members of the campus community may enroll to receive these notifications by texting “Pointalert” to 67283 or going to [getrave.com/login/point](https://getrave.com/login/point).
- Phone
- University emails
- Text message
- Website

## Section 6: Being Prepared for Emergencies on Campus

### 6.1 Tornadoes

The states of Georgia and Alabama experience a very real threat of tornadoes; therefore, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck. If the National Weather Service issues information concerning potential severe weather patterns, be sure to monitor the situation via your local news service for updates. Weather information that is specific to the Point University community will be disseminated through Rave alerts, emails and social media.

**6.1.1 Tornado Watch:** A tornado watch indicates that weather conditions are such that a tornado could form. Normal activities may be continued but alertness should be maintained for possible threatening conditions.

**6.1.2 Tornado Warning:** A tornado warning indicates that a tornado has been sighted in a specific region and that all persons should seek appropriate shelter immediately. Tornado warnings are typically 45 minutes in length.

**6.1.3 Procedures:** In the event of a tornado warning, the communications and warnings system used by the cities of West Point, Lanett, Valley, Chambers and/or Troup Counties, as well as the cities of Peachtree City and Savannah, will activate. Sirens located in various parts of these cities and counties are used to alert citizens of a tornado warning.

- Point University's Safety and Security Office will assign an individual to monitor and track the storm.
- When a warning sounds, all persons should move to their designated areas in buildings or apartment complexes. **(See Exhibit 1)**
- When the warning is over, the Point University Safety and Security Office will give the all-clear to resume normal activities as appropriate.
- In the event any part of the campus is struck by a tornado:
- The Safety and Security Office will immediately implement the Incident Command Center.

If the Incident Command Center is set up, the director of facilities and maintenance will report to the Incident Command Center to facilitate any questions concerning the incident from the Emergency Response Team. The Safety and Security Office will notify all outside emergency services needed, such as ambulance, fire departments, etc.

### 6.2 Flood

In the event of a threat of flooding:

- Elevate all property at least two feet off the floor.
- The Point University Safety and Security Office will monitor weather alerts.
- The Point University Facilities and Maintenance Office will monitor the conditions and potential threat to property.

In the event of a flood on Point University property:

- Review water contamination procedures.
- Make sure that all property is elevated above the forecasted flood level.

Review evacuation procedures:

- Evacuate all buildings if the safety of the faculty, staff, students and visitors is at risk.
- The Point University Safety and Security Office will be responsible for announcing an evacuation.
- Check all areas of the building to make sure the building is evacuated.
- Secure all safes or money holding areas.
- Meet at a predetermined location outside the building If there is any property damage as a result of the flood.
- Enter the building with caution. Snakes and other animals may have entered the building. Be sure that appropriate personal protective equipment is provided and worn.
- Inspect the building to assess damage and report to the EOC.
- Document all damage.

### **6.3 Other Severe Weather**

In the event of a threat of severe weather:

- The Point University Safety and Security Office will assign an individual to monitor the progress of any potential severe weather patterns that are being actively monitored by the National Weather Service (NWS).
- Students, faculty and staff should closely monitor the local news service, Rave alerts and social media for updates.

If severe weather has been detected and is likely to impact our campus:

- Information concerning the details and severity of the weather will be disseminated through Rave alerts and social media.
  - Alerts will include information concerning the type of weather (severe thunderstorm, tornado, snow, hail or ice) and potential watches/warnings, along with necessary action(s), if any, to be taken.
  - Watches issued by NWS will alert Point staff to monitor weather and advise appropriately regarding any needed action. Specifically, only severe thunderstorm and tornado watches will be rebroadcast as necessary.

In the event of property damage resulting from severe weather:

- The Point University Safety and Security Office will establish control of security around the affected area(s).
- Only authorized personnel will be allowed to enter affected area(s) after it is determined to be safe to do so.

If there is roof damage, leaking or standing water in a building:

- Immediately notify the Safety and Security Office.
- The director of facilities and maintenance will be notified to begin clean up and assess damage.

### **6.4 Fire Incidents**

In all cases of fire, the Point University Safety and Security Office is to be notified immediately. Safety and Security will then notify the fire department.

#### **6.4.1 Fire Procedures**

- Safety and Security staff only: Dial 911 immediately.
- Evacuate immediately during a fire alarm in any building.
- If you become trapped in the public area of a building during a fire, find a room, preferably with a window available.
  - If there is a window, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
  - If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location
- If you are in a room when a fire alarm sounds, feel the door with the back of your hand.
  - If it is hot, do not open it. Seal the cracks around the door, place an article of clothing or a sheet outside the window and use a telephone to call for help.
  - If you can safely leave the room, take your shoes, clothing and room key and go to the nearest exit. Shout and bang on doors as you leave.
- With large fires that do not appear controllable, you should immediately notify the Point Safety and Security Office (they will notify the fire department). Evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors.
- When the building fire alarm is sounded to signal that an emergency exists, walk quickly (do not run) to the nearest marked exit and alert all others to do the same.
- Remember to assist disabled persons in exiting the building.
- Do not use elevators during a fire.
- Smoke is the greatest danger in a fire. Stay near the floor, where the air will be less toxic.
- Once outside, move to the designated evacuation area for the affected building (See **Exhibit II**). Keep all streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to the evacuated building until told to do so by a University official.

#### **6.4.2 Fire Drills**

Fire drills at Point University will be conducted at least twice during every academic year. Fire drills are performed to familiarize occupants in the building with the sound of the fire alarm, verify that the system is working as required and test evacuation procedures for faculty, staff and students.

### **6.5 Medical Emergency**

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, describe the nature and severity of the medical problem and the campus location of the victim. In case of minor injury or illness, provide first aid care. Only trained personnel should provide first aid treatment (i.e., first aid, CPR).
- Keep the victim still and comfortable.
- Ask the victim, “Are you okay?” and “What is wrong?”
- Check breathing and give CPR if necessary.

- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical identification, question witness(es) and give all information to the paramedics.

The Point University Safety and Security Office will make all appropriate notifications, as well as all the proper telephone calls to the emergency agencies.

## **6.6 Gas Leak or Other Utility Failure**

In the event of a major utility failure or gas leak:

- Immediately dial 911.
- Evacuate the building if the safety of faculty, staff and students is threatened.
- Open doors to promote cross-ventilation.
- The Point University Safety and Security Office will establish a safe perimeter. All persons except those needing to enter will be restricted.
- The Emergency Response Team representative will stand by to answer any questions the fire department may have.
- Do not return to the building unless a University official gives an “all clear.”

## **6.7 Violent or Criminal Behavior**

In the event of violent or criminal behavior:

- Immediately dial 911 and report the following to the dispatch operator.
  - Nature of the incident
  - Location of the incident
  - Description of person(s) involved
  - Description of property involved
  - Any weapons involved
  - Welfare of the person
  - Report suspicious situations or persons to the Safety and Security Office.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

### **6.7.1 Hostage Situations**

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are most dangerous.
- Follow instructions, be alert and stay alive.
- Do not speak unless spoken to, and then only when necessary. Do not talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.

- Be prepared to answer questions from the police on the phone. Be patient. If medications, first aid or rest room privileges are needed by anyone, say so.
- The captors likely do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

## 6.8 Civil Disturbance or Demonstration

If a demonstration blocks access to University facilities or interferes with the operations of the University:

- Demonstrators will be asked to terminate the disruptive activity by the chief of staff or his or her designee(s).
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion and possible intervention by civil authorities.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs, if deemed advisable.
- After consultation with the president, the chief of staff and the director of safety and security, the need for an injunction and intervention from civil authorities will be determined.

### 6.8.1 Violent, Disruptive Demonstrations

If a violent demonstration in which injury to persons or property damage occurs or appears eminent during regular business hours:

- In coordination with the chief of staff, the director of safety and security will contact the local police department.
- If advisable, the chief of staff will alert the senior director of communication, who will then call a photographer to report to a specified location to photograph the demonstrators.
- The president, in consultation with the chief of staff and the director of safety and security, will determine the possible need for an injunction.
- The Point University Safety and Security Office will communicate with the local police department as needed.

If such a demonstration occurs after business hours:

- Immediately notify the Point University Safety and Security Office of the disturbance.
- The Safety and Security Office will investigate the disruption and notify the chief of staff, who will report the circumstances to the president and follow procedures above. The Communications Office will handle all media inquiries. The director of safety and security will, if necessary, contact the local police department and establish an Incident Command Center.

## 6.9 Bomb Threat

In the event of a bomb threat:

- **Do not handle any suspicious object.**
- Clear the area and immediately call the Point University Safety and Security Office to make the appropriate notifications.

Any person receiving a telephone call bomb threat should remain calm and 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?

Keep talking to the caller and record the following:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller
- Background noise

Immediately notify the Point University Safety and Security Office and report the incident. The director of safety and security or his/her designee(s) will determine if the building will need to be evacuated.

- The local police department bomb disposal unit will conduct a detailed search. Employees are requested to make a cursory inspection of their area for suspicious objects and report the location to the Safety and Security Office. **Do not touch the object.** Do not open drawers, cabinets or turn lights on or off.
- Assist disabled persons in exiting the building. Remember that elevators are reserved for disabled persons. Do not use elevators in case of fire. Do not panic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building unless told to do so by a University official.

The incident commander on the scene will notify the local police department of the situation.

## 6.10 Chemical Spill or Radiation Release

In the event of a chemical spill or radiation release:

- Immediately report the incident to the Point University Safety and Security Office and give the location, material(s) involved and the extent of any injuries.
- Activate the building alarm. Caution: The building alarm may be a local alarm and therefore might ring only in the building; you must also report the emergency by telephone.
- Evacuate the building and leave clear access for arriving emergency personnel.
- Assist disabled persons in exiting the building. Remember that elevators are reserved for disabled persons. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- A campus Emergency Command Post may be set up near the emergency site.
- Keep clear of the command post unless you have official business.
- Do not return to an evacuated building unless told to do so by a University official.

### **6.11 Water Contamination**

In the event the local water department or health board has declared a contaminated water condition:

- Contact the Point University Safety and Security Office so that the proper notifications can be made.
- Wear disposable gloves at all times.
- Wash dishes and cooking utensils in heated bottled water.
- Use bottled water for drinking and cooking.

### **6.12 Explosion on Campus, Including Aircraft Down**

In the event of an explosion or a downed aircraft (crash) on campus:

- Immediately take cover under tables, desks and other objects, which will give protection from falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify the Point University Safety and Security Office. Give your name and describe the location and nature of the emergency. The University Safety and Security Office will notify the local police and necessary agencies.
- If necessary, or when directed to do so, activate the building alarm. Caution: The building alarm rings only in some buildings; you must also report the emergency by telephone.
- When evacuating buildings, walk quickly to the nearest marked exit and ask others to do the same.
- Assist disabled persons in exiting the building. Remember that elevators are reserved for disabled persons. Do not use elevators in case of fire.
- Once outside move to a clear area that is a least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- If requested, assist emergency vehicles and crews as necessary.
- A campus Incident Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.
- Do not return to an evacuated building unless told to do so by a University official.

### **6.13 Active Shooter**

#### **6.13.1 Introduction**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters use firearm(s) and there is not a pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff and students who are caught in an active shooter situation and describes what to expect from responding police officers.

#### **6.13.2 Guidance to Faculty, Staff and Students**

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- Be aware of your surroundings.
- Become attuned to your education, work and living environments.
- A predetermined mindset will help you take rapid effective action.

### **6.13.3 If an Active Shooter is Outside your Building**

Proceed to a room that can be locked and lock all the windows and doors and turn off all lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call the Safety and Security Office to inform them of the current situation and your location. It is important to remain in place until you have been instructed to do otherwise by University officials or law enforcement personnel. An unfamiliar voice may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

### **6.13.4 If an Active Shooter is in the Same Building**

Determine if the room you are in can be locked, and if so, follow the same procedures described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

### **6.13.5 If an Active Shooter Enters your Office or Classroom**

Try to remain calm. Call 911 and alert them to the shooter's location; if you can't speak, leave the line open so they can listen to what is taking place. If there is absolutely no opportunity for escape or hiding, it might not be possible to negotiate with an active shooter. Attempting to overpower the shooter with force should be considered after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safe place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to leave campus until advised that is safe to do so by police or campus administrators.

### **6.13.6 What to Expect from Responding Police Officers**

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four; they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, helmets and other tactical equipment. The officers may be armed with rifles, shotguns or handguns and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency

medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

#### **6.13.7 Training**

The director of safety and security shall coordinate annual training for all team members and key campus responders as well as schedule drills and exercises, in accordance with best practices, local, state and federal applicable laws.

## **Section 7: Adverse Weather Policy**

### **7.1 Background**

Weather-related road conditions sometimes necessitate that the University consider delaying opening, canceling classes, closing or remaining open. This decision is made by the president based upon input from the chief of staff, other senior support team members, and/or the director of safety and security.

When the campus remains open during adverse weather, employees must use their best judgment when it comes to commuting to and from the workplace. They should not endanger themselves nor ignore the statement of local officials about traveling during adverse weather. Staff and faculty should make every effort to notify their supervisors if they cannot get to work or plan to leave early.

If the decision is to delay, cancel classes or close, that information is communicated immediately to the campus community through local radio and television stations, the Point University website, email, voice and text message alerts through Rave. To receive notifications from Rave, students, faculty and staff must sign up under the emergency information section on the website.

### **7.2 Explanation of Delays, Canceled Classes and Closings**

**7.2.1 Delay:** The University will open on a delay, after 8:00 a.m. For example, a two- hour delay would mean the University would open at 10:00 a.m. and all classes before 10:00 a.m. would be canceled.

**7.2.2 Classes canceled:** Classes are canceled for the day, but the University remains open. In the case of inclement weather, staff and faculty should use their best judgment when it comes to commuting to and from the workplace and make every effort to notify their supervisors if they cannot get to work or plan to leave early.

**7.2.3 Closed:** The University is closed; classes are canceled for the day and only critical staff should report to work. It is a department head's responsibility to determine critical staff and notify employees of this requirement in advance. Additionally, a closing means:

- Dining services remain open for students.
- Other services, like health and recreation, may be open, but people should call ahead to check on facility hours.
- Public events and extracurricular activities may go on as scheduled. The status of

these events and activities will be communicated via point.edu.

**ACKNOWLEDGEMENTS**

This document has been created by the Point University Safety and Security Office. Emergency Response Plan information has been approved and published with consent of the president of the University.

## Exhibit 1: SEVERE WEATHER RESPONSE

### HAWK REFUGE

- \* Due to the exterior windows in each apartment, if you live in Hawk Refuge do NOT take shelter in your apartment. Remember, any rooms with interior walls and **no windows are the best areas to seek shelter (bathroom, closets, etc.)**.
- \* The first-floor hallway is a safe place to seek shelter. All residents should immediately move to this location. The first-floor hall has brick interior walls and is without windows.
- \* If the storm comes up unexpectedly, those who live on the top floor may not have enough time to get to a lower level. In those cases, seek shelter in the hallway at the center of your building. Remember a closet, bathroom or interior hall without windows is the safest spot in your apartment during a tornado.

### SKYHAWK LANDING

- Due to exterior windows in each apartment, If you live in Skyhawk Landing do NOT take shelter in your apartment. Remember, any rooms with interior walls and **no windows are the best areas to seek shelter (bathroom, closets, etc.)**.
- The end of each hallway is a safe place to seek shelter (furthest from the common area and main entries). All residents should immediately move to this location.
- If the storm comes up unexpectedly, you may not have enough time to get to the designated hall. Remember a closet, bathroom or any room without windows is the safest spot in your apartment during a tornado.

### THE LOFT

- If time permits, all students will evacuate the Loft and be routed to the first floor of the Dining Hall. The following areas may be used for shelter: the bathrooms, supply closet adjacent to the bathrooms and the food service director's office. Please avoid the front of the building with the storefront windows.
- If there is not enough time to evacuate the Loft, "Shelter in Place" is the best procedure. Seek shelter in the center hallway, the lounge or kitchen. Avoid the laundry room. If you are in your room, go inside the bathroom. Always lie down on the floor and cover yourself up with pillows, blankets and even mattresses for protection from falling objects and debris.

### THE NEST

- If time permits, everyone will evacuate from the Nest to the Lanier Academic Center (LAC). Once in the LAC, everyone will go to the first-floor designated areas for a tornado:
  - Mailroom staff to room 150
  - Student Service staff to room 152C
  - Student Life staff to bathrooms. (All bathrooms are good except the men's bathroom on the west side hall.)
  - West side hall near Student Life office.
  - Any bathrooms on first floor except men's bathroom on west side hall.
  - All interior offices
- If time does not permit for everyone to be routed to the LAC, "Shelter in Place" is the best

procedure. Seek shelter in the center hallway. Remember a closet, bathroom or interior hall without windows is the safest spots during a tornado. If you are assigned to a room in Zone 1 or Zone 4 (rooms with windows), move to the hallway in the center of your building.

### **SUMMIT**

- If time permits, all students will evacuate the Summit and be routed to the first floor of the Dining Hall. The following areas may be used for shelter: the bathrooms, supply closet adjacent to the bathrooms and the food service director's office. Please avoid the front of the building with the storefront windows.
- If there is not enough time to be routed to the first floor, "Shelter in Place is the best procedure. Seek shelter in the hallway in the center of your building. Remember, any rooms with inside walls without windows are the best (bathrooms, closets and rear stairwell).

### **HIGHLANDERS/LLC**

- If you live on the first floor/bottom apartment, welcome your fellow classmates who live upstairs to take shelter in your apartment. Remember, any rooms with interior walls and no windows are the best areas to seek shelter (bathroom, closets, etc.).
- If the storm comes up unexpectedly, those who live on the top floor may not have enough time to get to a lower level. In those cases, seek shelter in the hallway at the center of your building. Remember a closet, bathroom or interior hall without windows is the safest spot in your apartment during a tornado

### **GYM**

- All students, faculty and staff should exit the gym main floor by using the exit stairs.
- List of designated areas in the gym:
  - The north and south side stairwells
  - The visitors and home locker rooms
  - Any interior closets, offices, and bathrooms with no windows.

### **VALLEY FIELD HOUSE**

- The men's and women's locker room are the safest locations to shelter in this building. Any occupant should immediately go to the closest locker room to them. Avoid the weight room.

### **LAC**

- All students, faculty and staff should exit the second and third floors and proceed to the first floor.
- First floor designated areas:
  - Mailroom staff to room 150
  - Student Service staff to room 152C
  - Student Life staff to bathrooms. (All bathrooms are good except the men's bathroom on west side hall.)
  - West side hall near Student Life office.
  - Any bathrooms on first floor except men's bathroom on west side hall.
  - All interior offices

- **AVOID THE LIBRARY AND LOBBY**

#### **FINE ARTS BUILDING**

- In case of severe weather, no one should take shelter in any faculty or staff office because of the windows on the exterior walls of the building. The following rooms are safe for shelter:
  - Practice rooms: 131A, 131B, 131G, 131D
  - Piano Lab: 124
  - Recording Lab: 118
  - Bathrooms

#### **BOOKSTORE AND CAFÉ**

- The following areas may be used for shelter: the bathrooms, supply closet adjacent to the bathrooms and the food service director's office, the cooler or any other small room without windows. Students should not remain in the open areas of the café or bookstore. Avoid the front of the building due to the storefront windows.

#### **COLEMAN BUILDING/BAND BUILDING**

- Students should go to an interior classroom, bathroom, or office that does not have any window. Students should avoid the large practice areas as well as the rear storage area due to the exposed room and possibility of ceiling collapse.

#### **PARR HOUSE**

- Guests or occupants who may be residing or located within the Parr House should take immediate shelter in the bathrooms. If there is not ample time to move to this location, occupants should move to a closet area or hallway where there are not any windows.

#### **PARR HOUSE ANNEX**

- All faculty or staff on the second floor should immediately move to the first floor and shelter in the restroom with the occupants of the first floor.
- If time does not allow the occupants of the second floor to evacuate to the first floor they should move to any bathroom or office space where there are not any windows.

#### **PEACHTREE CITY FACILITY**

- Proceed to the to the first floor and take shelter in the interior hallways. All shelter locations are located on the first floor and if necessary, secondary shelter locations can include the lower level of stairwells or restrooms where no exterior doors or windows are present.

#### **SAVANNAH FACILITY**

- Proceed to the to the first floor and take shelter in the interior hallways. All shelter locations are located on the first floor and if necessary, secondary shelter locations can include the lower level of stairwells or restrooms where no exterior doors or windows are present.



## **TRANSIT**

- While traveling to or from any location on campus, whether on the campus shuttle or any other vehicle, take cover at the nearest designated safe area/shelter. If on the interstate, take cover at the nearest rest area or other sturdy structure.
- Do not remain in the vehicle. If no shelter is available, exit the vehicle and move to the lowest lying area you can locate.

## **SEVERE WEATHER GUIDELINES AND RESPONSES**

- **If you hear the weather siren or radio alerts, take shelter immediately in designated shelter locations. Sirens mean that there is a TORNADO WARNING, and you should seek shelter immediately.**
- If shelter is not available, move to the center and lowest point of your building.
- Stay away from windows and doors to prevent injury from glass or other flying objects.
- Crouch as low as possible to the floor, facing down and cover your head with your hands or with any heavy/bulky object to protect yourself.
- Do not go outdoors to see the storm. Trained storm spotters will be monitoring the situation.
- If you are in a vehicle, seek shelter in a building, ditch, or other safe place. Automobiles are very dangerous during high winds.
- If flood water rises, do not attempt to wade, or travel through the stream. Even small amounts of water can be very dangerous.
- Report any injury/damage to the 911 dispatcher. Provide them with as much information as possible to respond to an emergency.

## **SAFETY TIPS**

- Cover your head.
- Squat on floor next to wall, in a corner or get under stable furniture or equipment.
- If out in the open, go to a ditch, ravine, or indented area, lie face down and cover your head.
- Keep away from downed power lines.
- If you are in a building that has a large open area, move to a small room immediately, preferably along the interior walls or bathroom. Large open rooms such as concert halls, gymnasium or conference halls are subject to ceiling collapse.

## **SIGNS BEFORE A TORNDO**

- A dark, often greenish, sky. Wall clouds or an approaching cloud or debris. Large hail often in the absence of rain. Before a tornado strikes, the wind may die down and the air may become very still.

## Exhibit 2: FIRE EVACUATION PROCEDURES

- When evacuating the building, find the nearest possible exit.
- Before you open a door, feel the door with the back of your hand. If the door is hot or you can see fire or smoke in the corridor, do not pass through. Stay in the room. Pack towels (preferably wet) under the door to prevent smoke entry. Call campus security (PAC: 404-232-5420; PLC: 706-501-9766; 911) and report your location. If a telephone is not available, go to the window and wave a brightly colored cloth to draw attention to you. Open the window. Do not break the window.
- Once outside, proceed to the designated area away from the building and doors. Make sure that everyone is accounted for. If any occupants are unable to get out of the building or if they cannot be found, report this to University security, who will handle the situation further.
- Upon hearing the fire alarm, or when told by University officials or emergency personnel to evacuate the building due to fire, all students, faculty and staff shall proceed as follows:
  - **LANIER ACADEMIC CENTER:** Proceed from all offices and classrooms down the stairs of all marked emergency exits on the east and west sides of the building. Upon exiting the building, proceed to the large parking lot on the west side of the Lanier Academic Center near the hedges and houses on the edge of the parking lot.
  - **DINING HALL/McKINNEY'S COFFEEHOUSE:** Patrons and staff of McKinney's should exit through the main entrance or emergency exits and proceed to the parking area across the street from the Lanier Academic Center.
  - **RESIDENCE HALLS:**

|                        |  |
|------------------------|--|
| Hawk Refuge            | Meet in front of the Band Building (Fourth Ave.) |
| The Lofts              | Meet on Third Avenue near Dining Hall/McKinney's |
| The Summit             | Meet in the open field across from Cooper Moon   |
| Point Living Community | Meet in The Nest parking lot, upper level        |
| The Nest               | Meet in The Nest parking lot, upper level        |
  - **THE HUB:** Assemble in the grass lot closest to Third Avenue, across from J. Smith Lanier Insurance.
  - **FINE ARTS BUILDING:** Assemble in the parking area closest to Third Avenue, across from Capital City Bank.
  - **BAND BUILDING:** Assemble in the parking area across the street from the band building and the Post Office.
  - **PARR HOUSE AND PARR HOUSE ANNEX:** Assemble across the street from the Parr House.
  - **VALLEY FIELD HOUSE:** Assemble in the Crest Club Apartments parking area across the street from Field House.
  - **WEST POINT GYMNASIUM:** Assemble on the soccer field.
  - **PEACHTREE CITY LOCATION:** Assemble in the parking area to the right when exiting the front of the building.
  - **SAVANNAH LOCATION:** Exit and proceed to the parking lot.
  - **HAWK REFUGE:** Assemble in the parking lot across from the Band Building and the Post Office. In the event of an actual fire students will then be moved to the LAC until access can be made or other alternative housing is obtained.
  - **SYHAWK LANDING:** Assemble in the parking lot across of the Bank drive-through tellers. In the event of an actual fire students will then be moved to the Hub until

- access can be made or other alternative housing is obtained.
- **THE LOFT:** Assemble in the open lot across from the Café. In the event of an actual fire students will then be moved to the Hub until access can be made or other alternative housing is obtained.
  - **THE NEST:** Assemble in the main student parking lot on Second Avenue. Each Nest Hall shall separate and meet in a different area of the parking lot in order to obtain an accurate account of students. In the event of an actual fire students will then be moved to the LAC until access can be made or other alternative housing is obtained.
  - **SUMMIT:** Assemble in the open lot across from the Café. In the event of an actual fire students will then be moved to the Hub until access can be made or other alternative housing is obtained.
  - **HIGHLANDERS/LLC:** Assemble in the main student parking lot on Second Avenue. Each hall shall separate and meet in a different area of the parking lot in order to obtain an accurate account of students. In the event of an actual fire students will then be moved to the LAC until access can be made or other alternative housing is obtained.

**It is the responsibility of the Housing Director, CLM and Safety and Security Officers to determine if an adequate account of students has been obtained and when to transition to an alternate location.**