



LAGRANGE
COLLEGE

Emergency Preparedness Plan

Updated March 2020

**LaGrange College
Emergency Preparedness Plan**

Table of Contents

1. **Foreword**
2. **Objectives**
3. **Authority**
4. **Overview of Emergency Plan**
5. **Emergency Preparedness**
6. **Review of Specific Emergencies**
 - i. Severe Thunderstorms
 - ii. Tornadoes
 - iii. Snow and Ice
 - iv. Earthquake
 - v. Fire
 - vi. Gas leaks
 - vii. Power Failure
 - viii. Nuclear Emergency
 - ix. Hostage Situation
 - x. Bomb Threats
 - xi. Hazardous Accidents
 - xii. Demonstrations and Disturbances
 - xiii. Serious Injury or Illness
 - xiv. Active Shooter/Threat
7. **Evacuation Plan**
8. **Evacuation of Wheelchair Students and Students on Crutches**
9. **After a Disaster**
10. **Program Details**
 - i. Overview
 - ii. 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. THE SAFETY OF ALL FACULTY, STAFF AND STUDENTS IS PARAMOUNT TO THE COLLEGE.

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 and then call Campus Security at 706-880-8911 or Security Duty Cell 706-412-0503. 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 Security Office, Office of Vice President for Finance and Operations, Campus Services, and Human Resources.

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, the Vice President for Finance and Operations, or Vice President for External Relations can implement this plan. Immediately upon such declaration and initiation, the Vice President Finance and Operations and Human Resources (or other administrator if unavailable) is responsible for staffing the switchboard with an operator. The Vice President for Finance and Operations 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 Admission area, 1st floor of Banks Hall, will normally be the control center during an emergency situation. If the Admission area is incapacitated, 2nd floor of Turner Hall, Dickson Room 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 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, 2nd floor of Smith Hall, will set up a media communication center. Communication to all media outlets will be managed from this Communications and Marketing Center. Communications and Marketing Center 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. The Housing Professional Staff is responsible for students in residence halls. 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, security, and food service should keep emergency equipment (to be defined) 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 office.

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 remain in or go to the closest sturdy building or designated safe area, 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 706-880-8296, during business hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
- b. After hours, Saturday and Sunday, call Campus Services on call cell 706-416-8627.

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 Office of Residential Education & Housing, in cooperation with Campus Services.

The decision to suspend classes will be made by the VPAA and Vice President for Finance and Operations. Communications and Marketing personnel will notify the local radio and TV stations. If possible, the Main Desk 706-880-8000 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, you must evacuate!" 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 Campus Security, 706-880-8911 or 706-412-0503 or the Main Desk at 706-880-8000 (during normal business hours, Monday – Friday, 8:00 a.m. – 5:00 p.m.) 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 leave stairwell doors open. This will allow a fire to spread to your escape route.
7. Do NOT return to the building until the building has been cleared by campus and/or fire officials.

Other instructions:

No candles or incense are permitted to be burned on campus.

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 Campus Security, 706-880-8911. After hours, Saturday and Sunday call the Campus Security duty cell 706-412-0503.

- a. The Campus Services personnel should be alerted of the situation by calling 706-880-8296, during business hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
- b. After hours, Saturday and Sunday, call Campus Services on call cell 706-416-8627.

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 Engagement, Director of Residential Education and Housing, Vice President for Finance and Operations, Campus Services Director, and Human Resources Director should be notified. If possible, the Main Desk 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 locating and turning off gas and electrical valves or switches, crowd control, etc.

- a. The Campus Services personnel should be alerted of the situation by calling 706-880-8296, during business hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
- b. After hours, Saturday and Sunday, call Campus Services on call cell 706-416-8627.

Smoke Smell

What do I do if I smell smoke?

1. See if you can find the source.
2. Notify the Campus Services department use the Emergency Call List.
 - a. The Campus Services personnel should be alerted of the situation by calling 706-880-8296, during business hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
 - b. After hours, Saturday and Sunday, call Campus Services on call cell 706-416-8627.
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 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.

- a. The Campus Services personnel should be alerted of the situation by calling 706-880-8296, during business hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
- b. After hours, Saturday and Sunday, call Campus Services on call cell 706-416-8627.

Power Failure

In case of electrical power failure during office hours, notify the Campus Services department 706-880-8296 or Campus Security 706-412-0503.

- a. The Campus Services personnel should be alerted of the situation by calling 706-880-8296, during business hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
- b. After hours, Saturday and Sunday, call Campus Services on call cell 706-416-8627.

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, the Office of Residential Education and Housing professional staff 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 Campus Security (706-412-0503) 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.

1. As in any emergency, try to remain calm.
2. Avoid sudden movements.
3. Don't speak unless spoken to.
4. Comply with instructions from the captor as best you can.
5. 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 Campus Security (706-880-8911 or 706-412-0503) and Vice President for Finance and Operations 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 Engagement Office. Contact the Associate VPAA and Dean of Student Engagement for additional instructions if a spontaneous situation necessitating action arises. If it is determined that a situation is serious, the Dean of Student Engagement 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, Notify Campus Security 706-880-8911 or 706-412-0503 and be prepared to detail the number and nature of injuries or illness. Then call the switchboard 706-880-8000 or a Housing Professional Staff member to report the situation. If there is no answer at the switchboard, use the Office of Residential Education and Housing to notify the Associate VPAA and Dean of Student Engagement.

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

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

Active Shooter/Threat

LaGrange College places the highest priority on the preservation of the lives of our students and employees. If an active shooter event should occur, our community has been trained to use the Avoid | Deny | Defend™ model.

1. If possible, exit the building immediately (**AVOID**)
2. Call 911 and state your location on campus – do not hang up on the dispatcher
3. Call 8911 Campus Security
4. Silence Your Cell Phone (Do not put your phone on vibrate – phone needs to be placed on silent)
5. Get behind closed doors in a locked or barricaded room (**DENY**)
6. Stay away from windows
7. Remain calm
8. Follow all directions given to you by emergency personnel
9. When exiting the building, keep your hands raised in front of you so that responding police see that you are not the shooter

10. Do not confront the threat, unless as a last resort action (**DEFEND**)

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 Director of Residential Housing and Education 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 assess 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

1. Emergency Call List

2. Method of Communication

1. Crisis Communication Policy

3. Pre-Designated Safe Areas for Weather Evacuation

1. Inside a Building
2. Outside a Building
3. Chart of Evacuation Areas

4. Fire/Evacuation Procedures

1. Resident Hall Evacuation Responsibility
2. Personal Responsibility
3. Emergency Personnel Responsibility

5. Classroom and Laboratory Emergency Guidelines for Faculty

1. What Instructors need to know
2. Reporting to Administration

6. Severe Weather

1. Tornado Information
2. Flooding

7. Terrorist Activities

1. Action Plan for Homeland Security Advisories

8. Bomb Threat

1. Bomb Threat Checklist

9. Chemical/Biological Agents or Threats

1. Chemical Agents
2. Biological Agents
3. Identifying Suspicious Packages or Envelopes

10. Major Chemical Spills

1. Explosion on Campus
2. Transportation Disaster

11. Sniper/Hostage Situation

12. Medical Causes for Emergency

1. Industrial Causes for Emergency
2. Human Causes for Emergency
3. Civil Disturbance or Demonstration
4. Psychological Crisis
5. Pandemic Response

13. Shelter in Place

14. Personal Preparedness

15. Disaster Recovery

1. Academic Operating Continuity Team
2. Student Engagement
3. 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 Campus Security duty cell phone 706-412-0503.

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. Next notify the Office Residential Education and Housing as well as Campus Security by calling 706-880-8911 or by calling the after hour duty cell phone 706-412-0503.

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.

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 1st floor of Banks Hall, Admission. The *Emergency Response Team* consists of the following personnel:

- **Emergency Director:** President or assigned Cabinet Member.
- **Response Plan Coordinator:** Vice President of Finance and Operations
- **Faculty/Staff Support Coordination:** Vice President for Academic Affairs, assisted by Vice President for Human Resources
- **Health & Human Services:** Vice President for Human Resources, assisted by Chaplain & Director of Spiritual Life
- **Services and Student Affairs Coordinator:** Vice President for Academic Affairs and Dean of Student Engagement
- **Security/Police Operations:** Vice President for Student Engagement
- **Public Information:** Vice President of External Affairs, assisted by Senior Director of Communications and Marketing
- **Damage Control:** Director of Campus Services

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 or assigned Cabinet Member.

- 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: The Vice President for Finance and Operations

- 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 Associate Provost and Dean of Student Engagement 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 outcome of the emergency.

Faculty/Staff Support Coordination: Vice President for Academic Affairs, assisted by Vice President for Human Resources

- 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 Human Resources, assisted by Chaplain & Director of Spiritual Life

- 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: Vice President for Academic Affairs and Vice President for Student Engagement

- 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 for Student Engagement

- 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: Vice President for External Relations, assisted by Senior 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 Campus Services

- 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.

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 Campus Security.

Name	Cell Phone
After Hours Campus Services	706-416-8627

Emergency Guide	Emergency Number	Non-Emergency
LaGrange Police Dept.	911	706-883-2603
LaGrange Fire Dept.	911	706-883-2650
Poison Control Center	800-222-1222	
Substance Abuse Hotline	800-662-4537	
West Ga. Health Systems	706-882-1411	
American Red Cross	1-866-724-3577	706-884-5818
Troup County EMS	911	706-884-1739
Arson Hotline	706-883-2669	
CSX Transportation Police	Railroad Accidents 1-800-232-0144	
Homeland Campus Services		1-800-237-3239
Drug Help Line	1-800-662-4357	
GBI	1-800-244-2600	404-244-2639
National Response Center	Spills - Chemical 1-800-424-8802	
Troup County Emergency Management	706-884-0326	706-298-3675
Pathway Center	1-800-338-6285	
Georgia Natural Resources	Environmental Emergencies 800-241-4113	

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 Division of Student Engagement 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 call the Main Desk (706-880-8000) to ensure that College administrators are advised of the situation. After normal business hours, the caller should make every effort to notify the Director of Residential Education and Housing as well as Campus Security by calling 706-880-8911 or by calling the after hour duty cell phone 706-412-0503.

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, Chaplain & Director of Spiritual Life, 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, Chaplain & Director of Spiritual Life 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, Chaplain & Director of Spiritual Life 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 email and voicemail 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 Chaplain & Director of Spiritual Life, 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. Faculty member must also ensure that students under his or her supervision must provide assistance to students that need assistance exiting.

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.

Academic Building	Pre-Designated Assembly Area (Inside)	Pre-Designated Assembly Area (Outside)
<i>Smith Hall</i>	<i>1st Floor Hallway</i>	<i>The Patio</i>
<i>Callaway Academic Building</i>	<i>1st Floor Hallway</i>	<i>The Quad</i>
<i>Manget</i>	<i>1st Floor Hallway</i>	<i>Parking Lot behind building</i>
<i>Callaway Science Bldg.</i>	<i>1st Floor Hallway</i>	<i>Parking lot in front of building</i>
<i>Banks Hall</i>	<i>1st Floor</i>	<i>Handicap Parking spaces in front</i>
<i>Hawkes Education Dept.</i>	<i>1st Floor Hallway</i>	<i>Area between Pitts and Manget</i>
<i>Callaway Education Building (CEB)</i>	<i>Main Hallway</i>	<i>Parking lot near soccer field</i>
<i>Hudson Natatorium</i>	<i>Pool Area-Locker Rooms Classroom Area - Bsmt</i>	<i>Parking lot in front</i>
<i>Callaway Auditorium</i>	<i>Green Rooms</i>	<i>Handicap parking lot</i>
Residence Halls	Pre-Designated Assembly Area (Inside)	Pre-Designated Assembly Area (Outside)
<i>Boatwright Hall</i>	<i>1st floor, inner hallway, away from windows</i>	<i>Center of the Residential Quad</i>
<i>Candler</i>	<i>1st floor, inner hallway, away from windows</i>	<i>Center of the Residential Quad</i>
<i>Greek Life Housing</i>	<i>Inner hallway, away from windows</i>	<i>Grass area at least 100 ft away from building</i>
<i>Hawkes Hall</i>	<i>2nd floor, inner hallway, away from windows</i>	<i>The Quad</i>
<i>Hawkins Hall</i>	<i>1st floor, inner hallway, away from windows</i>	<i>Center of the Residential Quad</i>
<i>Henry Hall</i>	<i>1st floor, inner hallway (near laundry room) and 2nd floor inner hallway (near the Spiritual Life Center) away from windows</i>	<i>Center of the Residential Quad</i>
<i>Pitts Hall</i>	<i>1st floor, inner hallway, away from windows</i>	<i>Grass Area in front of Pitts Hall & beside the Frank & Laura Lewis Library</i>
<i>Servant Scholar House</i>	<i>Terrace level, Inner hallway, away from windows</i>	<i>Grass area at least 100 ft away from building</i>
<i>Themed Housing</i>	<i>Inner hallway, away from windows</i>	<i>Grass area at least 100 ft away from building</i>
<i>Turner Hall</i>	<i>2nd floor, inner hallway (near Securitas Office), away from windows</i>	<i>Center of the Residential Quad</i>

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 (706-880-8296) or the Office of Residential Education to report day-to-day hazards that you may encounter. **STAY ALERT FOR HAZARDS!**

The life you save may be your *OWN!*

Responsibilities for Residential Education and Housing Professionals and Resident Advisors

1. Insure that all occupants are evacuated. Make sure that the Resident Advisors 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 flash light 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 Area Manager, Resident Advisors, 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 Area Managers are responsible for maintaining a current list of all mobility impaired persons in the building. Each Area Manager 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.

Area Managers 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.

A fire emergency exists when:

1. An uncontrolled fire or imminent fire hazard occurs (presence of smoke or smell of burning material)
2. A building evacuation (fire) alarm is activated.
3. There is a spontaneous or abnormal heating of any material.
4. An uncontrolled release of a combustible or toxic gas occurs.
5. 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 Office of Residential Education & Housing staff, 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 Area Managers 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, Office of Residential Education & Housing 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, Director of Residential Education & Housing, Area Managers, and Resident Advisors.

Office of Residential Education and Housing Staff Training

Before the beginning of the Fall Semester all Residential Education and Housing Staff (Area Managers and Resident Assistants) will receive instruction on basic fire safety. This training will consist of general instruction on fire extinguishers, and fire safety procedures.

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.

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 Security by calling 706-880-8911 or by calling the after hour duty cell phone 706-412-0503.
- Facility or Utility Failure: Campus Security by calling 706-880-8911 or by calling the after hour duty cell phone 706-412-0503.

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, Hawkins 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.
2. Review campus Emergency Preparedness Plan. Review contingency and evacuation plans.
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

1. Implement appropriate portions of Emergency Preparedness Plan. Convene meetings of Emergency Response Team to determine level of campus response.
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 exits 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. Then immediately call Campus Security by calling 706-880-8911 or by calling the after hour duty cell phone 706-412-0503.

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.
 - 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:

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

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

Caller's Identity: (If known)

Name: _____ Telephone: _____

Address: _____

Organization: _____

SEX: 0 Male 0 Female

AGE:

BOMB FACTS: When will it go

0 Male 0 Female

AGE:

off _____

Building: _____

Exact location: _____

Other: _____

CALL: 0 Local 0 Long

0 Local 0 Long

TONE

0 Loud
 0 Soft
 0 High Pitch
 0 Low Pitch
 0 Raspy
 0 Pleasant

LANGUAGE

0 Excellent
 0 Good
 0 Fair
 0 Poor
 0 Cursing

SPEECH

0 Fast
 0 Slow
 0 Distinct
 0 Distorted
 0 Stutter
 0 Nasal
 0 Slurred
 0 Lisp
 0 Disguised

SPEECH

0 Fast
 0 Slow
 0 Distinct
 0 Distorted
 0 Stutter
 0 Nasal
 0 Slurred
 0 Lisp
 0 Disguised

MANNER

0 Calm
 0 Angry
 0 Coherent
 0 Incoherent
 0 Righteous
 0 Poor Grammar
 0 Well Spoken
 0 Taped
 0 Message Read
 0 Emotional
 0 Rational
 0 Irrational
 0 Deliberate
 0 Laughing

MANNER

0 Calm
 0 Angry
 0 Coherent
 0 Incoherent
 0 Righteous
 0 Poor Grammar
 0 Well Spoken
 0 Taped
 0 Message Read
 0 Emotional
 0 Rational
 0 Irrational
 0 Deliberate
 0 Laughing

ACCENT

0 Local
 0 Not Local
 0 Foreign
 0 Caucasian
 0 Black
 0 Hispanic

ACCENT

0 Local
 0 Not Local
 0 Foreign
 0 Caucasian
 0 Black
 0 Hispanic

0 Office machines
 0 Factory Machines
 0 Bedlam
 0 Music

0 Airplanes
 0 Trains
 0 Voices
 0 Cellular Phone

0 PA System
 0 Radios (CB/Police)
 0 Party
 0 Static

0 Animals
 0 Quiet
 0 Street Traffic
 0 Mixed

VOICE CHARACTERISTICS:**BACKGROUND NOISES:**

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 faculty 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 LaGrange College 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 Security by calling 706-880-8911 or by calling the after hour duty cell phone 706-412-0503.

This may include suspicious vehicles on and around campus, suspicious persons in and around buildings including those taking photographs or videotaping, students or faculty 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. Do not 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 Security by calling 706-880-8911 or by calling the after hour duty cell phone 706-412-0503 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 Security by dialing 706-880-8911 Monday – Friday, 8:00am – 5:00pm. If after normal business hours call the Campus Security duty cell phone at 706-412-0503.
- 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 Security by calling 706-880-8911 or by calling the after hour duty cell phone 706-412-0503. Then call the Fire Department at 911
2. When reporting, *be specific* about the nature of the involved material and exact location. Campus Security 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 Security by calling 706-880-8911 or by calling the after hour duty cell phone 706-412-0503 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 Security by calling 706-880-8911 or by calling the after hour duty cell phone 706-412-0503. Then immediately 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). Then immediately call Campus Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday. 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
- Campus Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday.
- 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. Then notify Campus Security by calling 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. If after hours or Saturday and Sunday, Call the Campus Security duty cell at 706-412-0503. 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 Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday. Also, please report any suspicious activities or behavior to the Associate VPAA and Dean of Student Engagement, the Director of Residential Education and Housing 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 faculty 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. Then call Campus Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday. 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 of 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 Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 if after hours or on Saturday and Sunday.

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 Campus Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday.

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 Campus Security at 706-880-8911 during normal business hours, Monday

– Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday. Evacuate the area, leaving doors and windows open.

Minor/Suspected Gas Leak

Call Campus Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday.

Ventilation Problem

If smoke or odors come from the ventilation system, immediately notify Campus Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday. 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. Then call Campus Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday.

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. Then call Campus Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday.

If you observe a criminal act or a suspicious person on campus, immediately notify Campus Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday.

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 Engagement 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 Engagement 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. Notify Campus Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday.
3. 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 Engagement of the situation.
3. 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. Notify Campus Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday.
3. 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.
4. 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 Security at 706-880-8911 during normal business hours, Monday – Friday, 8:00am – 5:00pm. Call the Campus Security duty cell at 706-412-0503 after hours or on Saturday and Sunday.

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

I. Introduction

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 local, state, federal agencies and healthcare providers 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.

Institutional division areas and individual departments are responsible for the development of more detailed plans within their respective areas. The plan is largely informed by the following sources: World Health Organization web site, the CDC's Colleges and Universities Pandemic Influenza Planning Checklist, ACHA's Guidelines for Pandemic Planning, and the U.S. Health and Human Services (HHS) Pandemic Flu Plan at

<http://www.hhs.gov/pandemicflu/plan/>.

II. Definitions

CDC – is the Centers for Disease Control and Prevention (CDC). It is a part of the U.S. Department of Health and Human Services, is the primary Federal agency for conducting and supporting public health activities in the United States.

nCoV – an outbreak of pneumonia due to infection with a novel coronavirus began in Wuhan China in December 2019. Symptoms include fever and signs of lower respiratory illness (e.g., cough, shortness of breath).

H1N1 – is a subtype of influenza virus. According to the CDC, “ spread of novel H1N1 virus is thought to occur in the same way that seasonal flu spreads. The symptoms of novel H1N1 flu virus in people include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue—many people also have reported diarrhea and vomiting. Illness with the new H1N1 virus has ranged from mild to severe.

Pandemic - A pandemic is a new virus strain that is global in scale — it has spread to more than one continent.

POD – means point of distribution

PPE – means personal protective equipment

Social Distancing – refers to measures to decrease the frequency of contact among people in order to decrease the risk of spread from communicable diseases.

III. Chain of Command

A Pandemic Flu Response Team has been established to plan a detailed response for the respective areas of its members and, as necessary, to implement the action plan (see [Pandemic Flu Action Plan. Updated 2020](#)) in coordination with the other team members. This is a planning and response team. Institutional decisions including the suspension of classes or any university programs will be made by the President in consultation with his senior staff (Cabinet).

The Pandemic Flu Response Team includes:

1. All Vice Presidents
2. Safety Council Members, the Council Chair serves as Response Coordinator
3. We Care Clinic/Clinic Physician
4. Director for Human Resources
5. Senior Director of Communications
6. Director of Physical Plant
7. Director of Global Engagement
8. Associate Dean of Residence Life
9. Campus Security

Chair of the Safety Council will convene the Pandemic Flu Response Team as necessary and will serve as the overall response coordinator. The Chair of the Safety Council should be kept informed of all response activities.

The Office of Communications and Marketing will be the primary point of contact with local, state, and federal health officials and will be engaged in all decisions related to the physical health of the campus community.

If the pandemic situation reaches a level 3 alert, the President and the senior leadership team will convene to decide whether to close the campus. The Vice President for Student Engagement responsible for campus security will be the primary liaison with local, regional, and federal law enforcement agencies.

The Office for Human Resources will have responsibility for updates to all policies, processes and action plans related to emergency preparedness and a pandemic response action plan.

IV. General Responsibilities for Key Departmental Areas

Academic Affairs Office

The Vice President for Academic Affairs will direct all efforts related to continuation of classes, field trips, study abroad programs and academic events on and off campus. The VPAA will monitor class absentee rates in the event of a perceived threat (prior to suspension of any classes). If the campus closes for less than two weeks, completion of the semester's work should still be possible. For closures greater than two weeks, extension of the semester may be required. Alternative learning modalities should be considered for each program or course. The VPAA will coordinate with the Senior Director of Information Services for the continuation and coordination of technology services.

Business Office

The Vice President for Finance and Operations will coordinate all vendor activity, continuation of financial business, liability insurance matters and ensure that risk management and legal advice is continuously reviewed and considered. The office will also ensure Physical Plant responds to facility concerns.

Communications Office

The Sr. Director of Marketing and Communications will be responsible for sustaining campus-wide communication by use of email, phones, the web site and campus radio station. In the event of a higher-level alert, campus mail will be curtailed to reduce the spread of germs. The web site will be used for continuous updates and the cell phone text messaging system will be employed as necessary. The main college phone number will be designated as a hotline and staffed by the college in order to respond to questions from parents, students, employees and the general public.

Campus Clinic and Counseling Services

We Care Clinic and the clinic physician, in conjunction with city, county, state and federal agencies, will direct and coordinate all health care during a disease outbreak. The physician will have authority over matters of quarantine, isolation, patient care plans, and infection control and will coordinate services with external health officials. In accordance with CDC recommendations, if confirmed cases of a virus infection or a large number of cases of influenza like illness (i.e., fever with either cough or sore throat) occur among students, faculty or staff in the community, the physician will consult with state and local health officials regarding an appropriate response.

Human Resources Department

The Director for Human Resources will lead the development of the pandemic response plan including necessary updates. The Director for Human Resources will also direct the development of appropriate response plans in HR including the development of leave policies, management of staffing functions, continuation of payroll services in coordination with the Business Office, and maintenance of a ready list of all employees and their contact information.

International Education

The Director of Global Engagement, will develop plans for communication and recommend policies related to study abroad including trip cancelation, restricted travel regions, repatriation, academic credit issues, shelter-in-place guidelines and a review of their health status upon returning home to campus. The Director will also develop plans for communication and recommended policies for international students including providing assistance to students who want to go home and support to students who are not able to return home. The Director will review and plan for the consequences of travel restrictions on students as well as partnering organization including related contractual obligations. The Director is responsible for continually monitoring travel restrictions and advisories from the CDC and WHO.

The Security Department

The Security Department will have authority over matters of public safety including facility security and will coordinate with external law enforcement officials. The Director of Security will have authority over all vehicles that leave campus and will coordinate with Student Engagement on evacuation measures.

President's Office

The President will issue all directives concerning reduction in campus operations and continuity of business affairs. All releases to media outlets will be approved by the President or his designee. Senior staff should develop call trees for their respective areas.

Physical Plant Department

In the event classes are suspended, the Director of Physical Plant will assist in the preparation of facilities and equipment as necessary and will close down non-essential facilities and provide a list to the pandemic flu response team and senior staff of those buildings that will remain accessible. In the event the college is declared a community resource site, the Health and Human Services Pandemic Flu Plan criteria will apply for preparation of facilities.

<http://www.hhs.gov/pandemicflu/plan/sup8.html#IV.B>

The Director of Physical Plant will ensure that Building Services have procured and provided adequate and accessible infection prevention supplies and have protocols in place to prevent the exposure and spread of disease. The Director is responsible for stepping up sanitation efforts as necessary.

Student Engagement including Residence Life

The Vice President for Student Engagement will direct the development of appropriate response plans within Student Development. Key responsibilities of the Student Engagement Division include: monitoring the recommendations of the CDC, communicating with students and parents, determining when co-curricular activities should be suspended, developing a transportation strategy for medical evaluation for students who develop symptoms, monitoring efforts for infection control within the residence halls, developing a strategy to respond when students are to be quarantined, and ensuring students receive the necessary care and support. In the event of class suspension, Residence Life will provide a list of students/staff requiring temporary housing due to travel restrictions or occurrence of pandemic flu outbreak in areas students may ordinarily have traveled to.

The College's continued response will be dictated by local health care officials as the situation unfolds.

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.

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

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 Finance and Operations

Team members may include:

Vice President for External Relations, division chairs, department chairs, faculty/staff,
Library Director, IT staff, Registrar, Vice President for Enrollment, 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 Engagement Team

The Student Engagement 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: Associate VPAA and Vice President for Student Engagement

Team members may include:

Dean of Student Engagement, Chaplain & Director for Spiritual Life 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: Vice President for Finance and Operations

Team members may include:

Vice President for Enrollment, 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

Appendix A

Pandemic Action Plan. Updated 2020

Emergency Plan Response Level	Alert Level 1	Alert Level 2	Alert Level 3	Alert Level 4
	No current hazard to persons. Alert and planning period.	Elevated Risk. Minimal immediate hazard to students, faculty and staff.	Pandemic imminent. Requires coordination with outside agencies. Suspension of Classes and Non-Essential Operations	Pandemic period. Campus Closes and requires substantial coordination with outside agencies.
Pandemic Flu Response Team	<ul style="list-style-type: none"> Review PF Response Plan Joint review of plans with Troup County and GA State Health Department Encourage departments to draft Business Continuity Plans for Pandemic Flu 	<ul style="list-style-type: none"> Dean of Students will call a meeting of the PF Response Team to assess threat and implement response plans. Determine if special training is needed for essential personnel and response team. Determine where and how disposable wipes should be distributed. 	<ul style="list-style-type: none"> Keep Dean of Student informed of all response activities. Continue to meet, review, advise and implement response plan. 	<ul style="list-style-type: none"> Plan for recovery in post-pandemic period
Business Office including Physical Plant	<ul style="list-style-type: none"> Assess essential personnel Pandemic Flu Response needs and stock accordingly. Understand legal issues in plan development and ensure consideration of risk management issues. 	<ul style="list-style-type: none"> Develop an influenza preparedness plan for providing administrative services. Develop disinfection strategies for cleaning objects such as tables, doorknobs, telephones, handrails and elevator buttons. Increase cleaning of restrooms with special attention to residence hall rooms. Ensure ample cleaning supplies are kept in stock Review OSHA regs RE: personal protective equipment. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. Determine if certain college functions need to be temporarily modified or eliminated. Communicate with Vendors as appropriate. Notify essential personnel that they are on alert. Review schedule of events – recommend appropriate cancellations or special planning needs. Estimate financial implications. Notify insurance. 	<ul style="list-style-type: none"> Develop a recovery plan.

Emergency Plan Response Level	Alert Level 1	Alert Level 2	Alert Level 3	Alert Level 4
<p align="center">Office of College Communications</p>	<ul style="list-style-type: none"> • Post Pandemic Flu links on Web Site and maintain updates. • Develop a sustainable and effective plan for communication and promotion of messages to internal and external audiences. 	<ul style="list-style-type: none"> • SR Director of Communications & Marketing is the spokesperson for all external communications. • Draft communication pieces – copies to be included in Appendix of Plan. • Plan for health info recorded msg. hotline. • Consider communications with parents. 	<ul style="list-style-type: none"> • Coordinate internal messages and news releases. • Manage media relations. • Develop talking points for switchboard. • Establish health and information hotline. • Write bulletins and regular updates for the LaGrange College website and review administrative announcements. • Develop appropriate signage for campus. 	<ul style="list-style-type: none"> • Develop communications for post-pandemic recovery and resumption of normal operations.
<p align="center">Computing Center</p>	<ul style="list-style-type: none"> • Identify essential personnel. 	<ul style="list-style-type: none"> • Plan for central information phone lines. • Review ICT needs for increased telecommunications and distance learning. 	<ul style="list-style-type: none"> • Assist with implementation of distance learning. • Implement hotline. • Facilitate and support the development of distance learning. • Notify essential personnel that they are on alert. 	<ul style="list-style-type: none"> • Support distance learning if required. • Support remote access by those working from home.
<p align="center">Dining Services</p>	<ul style="list-style-type: none"> • Identify essential food services personnel 	<ul style="list-style-type: none"> • Consider stockpiling food and water. • Ensure food delivery and preparation process will not be affected during pandemic. • Determine how food pick-up/delivery to residential areas will be handled for students left on campus. • Provide pandemic flu prevention training to staff. Encourage immunization if available. 	<ul style="list-style-type: none"> • Consider possible restrictions to vendors, visitors and conference/groups activities. • Food pick-up and delivery for quarantined students. 	<ul style="list-style-type: none"> • Provide meals to students and employees who remain on campus in consultation with Health staff. • Plan for resumption of normal activities.

Emergency Plan Response Level	Alert Level 1	Alert Level 2	Alert Level 3	Alert Level 4
<p align="center">Director, Health Services (WeCare)</p>	<ul style="list-style-type: none"> • Monitor CDC, WHO and ODH websites • Continue to engage with community resources about needs of student population and their pandemic protocols. • Assess PPE needs and inventory; order stocks • Anticipate need for medical supplies. • Post information on Health Center website. • Educate the campus community - self-protection information, hand washing, promote seasonal flu vaccination, college response 	<ul style="list-style-type: none"> • Coordinate response with Troup County Health Department. • Assist in the development of campus communications. • Give on-site vaccinations • Review PPE needs and inventory • Order "stockpile" items as approved by Senior Staff • Promote seasonal influenza vaccination. • Develop mass incident plan • Review Flu surveillance with County Health Department • If a confirmed case occurs consult with state and local health officials regarding an appropriate response 	<ul style="list-style-type: none"> • Gather information on number of suspected cases on campus and in Troup County • Meet and coordinate activities with Troup County Health Department • Advise Senior Staff and PF Response Team • Develop plan for reducing exposure of non-ill students, faculty, and staff. 	<ul style="list-style-type: none"> • Gather number of cases on campus and in County; report to Senior Staff • Advise Senior Staff and PF Response Team • Report cases daily to PF Response Team and Senior Staff • Provide health services to remaining students in residences • Activate PF response team to assist in caring for sick and infirmed • Assist Troup County Health with investigation of suspected cases and contact tracing.
<p align="center">Housekeeping (Physical Plant)</p>	<ul style="list-style-type: none"> • Identify essential personnel. • Needs assessment for housekeeping supplies. 	<ul style="list-style-type: none"> • Update Training for housekeepers on blood borne pathogens to include air-borne pathogens; hygiene and cleaning of personal contact surfaces. • Step up sanitation efforts. • Procure, store and provide sufficient and accessible infection prevention supplies. • Review protocols to prevent the exposure and spread of disease. • Fitness for duty procedures have been established. 	<ul style="list-style-type: none"> • Develop plan for disposal of infectious waste. • Change housekeeping procedures to prioritize essential personnel areas, remaining students, and cleaning of personal contact surfaces. • Clean Residence Hall bathrooms 2x/day 	

Emergency Plan Response Level	Alert Level 1	Alert Level 2	Alert Level 3	Alert Level 4
Human Resources	<ul style="list-style-type: none"> • Maintain master list of essential personnel. • Communicate with faculty and staff about leave policies. 	<ul style="list-style-type: none"> • Inform campus of policies for working from home, social distancing and essential personnel. Also advise where to find up-to-date pandemic information in the event of a college closure; • Reinforce flu prevention strategies. • Remind departments to develop contingency plans including substitutes for essential personnel. • Establish a work-from-home policy. • Establish leave benefit policy in consultation with Senior Staff. • Communicate with faculty and staff (and supervisors) • Develop plan to continue payroll. • Encourage cross-training. • Develop contingency plan with temp agency. • Review OSHA regs. • Coordinate legal questions. • Manage risk management issues. 	<ul style="list-style-type: none"> • Remind campus wide essential personnel of their duties and responsibilities. • Develop a plan for ensuring the continuation of payroll and accounting operations in the face of high employee absenteeism. • Inform the employees who should stay home. • Promote work from home as appropriate. Maintain liaison with medical benefit administrators – GPA. • Gather and maintain employee absenteeism data. 	<ul style="list-style-type: none"> • Plan for post-pandemic recovery and resumption of normal activities.

Police and Security	<ul style="list-style-type: none"> • Develop a plan to provide essential safety and transportation services during influenza pandemic. 	<ul style="list-style-type: none"> • Influenza awareness training (symptoms and hygiene) for security. • Develop a plan for maintaining services if officers or dispatchers are sick. • Meet with local authorities to understand the plans and limitations of local agencies. 	<ul style="list-style-type: none"> • Review EAT responsibilities. • Essential personnel receive PPE . • Support infection control measures • Secure facilities in collaboration with Physical Plant and Student Development. Post signage. • Notify essential personnel that they are on alert. • Collaborate with Student Development on evacuation measures. 	
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Emergency Plan Response Level	Alert Level 1	Alert Level 2	Alert Level 3	Alert Level 4
<p>VPAA, including International Education and VP Athletics</p>	<ul style="list-style-type: none"> • Identify essential staff. • Develop a policy for suspension of classes. 	<ul style="list-style-type: none"> • Monitor students in foreign travel programs and review emergency evacuation plans. • Determine opportunities for online teaching. • Determine proactive ways faculty can anticipate classroom teaching disruptions. • Review student absenteeism policies • Determine if any social distancing strategies need to be activated including the suspension of lectures, field trips, intercollegiate, club and rec competition, international travel. • Collaborate with • Dean of Students as appropriate. • Athletic Trainers to monitor student athletes. • Coaches to talk with their teams and monitor players. 	<ul style="list-style-type: none"> • Determine when to suspend classes. • Determine adjustments to academic calendar. • Provide status reports to faculty as specifically related to classroom management. • Develop and disseminate alternative procedures for completing course work. • Collaborate with Dean of Students to advise and communicate with overseas students and faculty as well as families. • Identify necessary support services for international students who cannot go home and work with Residence Life to provide them with housing. 	<ul style="list-style-type: none"> • Develop recovery plan.

<p style="text-align: center;">Residence Life</p>	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities Advise on housing aspects of Social Distancing Assess essential personnel PPE needs and stock Develop plans for campus housing responses including social distancing procedures 	<ul style="list-style-type: none"> Inform students of social distancing policy; ask them to plan for leaving campus if classes are suspended. Train staff on hygiene, & symptom recognition Develop system to rapidly communicate with staff and students about emergency. Formulate plans to address student needs ranging from delivery of food and medication to providing emotional support. Review plans for quarantine of students. May need to convert lounges. Increase inspection of bathrooms. Make sure facilities are being regularly cleaned. 	<ul style="list-style-type: none"> Essential personnel receive PPE Communicate with students and parents. Notify essential personnel that they are on alert. 	<ul style="list-style-type: none"> Students evacuate campus. Essential personnel must report to work. Provide support to asymptomatic students who remain on campus. Plan for resumption of normal activities.
<p style="text-align: center;">Emergency Plan Response Level</p>	<p style="text-align: center;">Alert Level 1</p>	<p style="text-align: center;">Alert Level 2</p>	<p style="text-align: center;">Alert Level 3</p>	<p style="text-align: center;">Alert Level 4</p>
<p style="text-align: center;">Senior Staff</p>	<ul style="list-style-type: none"> Approve Pandemic Flu Plan Assess needs for stockpiling of supplies and PPE. 	<ul style="list-style-type: none"> If supplies, medicine and vaccine are limited, develop ethical and administrative guidelines for distribution beyond essential personnel (review CDC recommendations). Develop call trees for respective areas. Ensure cross-training for key functions. Review response recommendations that require additional budget support. 	<ul style="list-style-type: none"> Monitor pandemic flu effects; reevaluate response plan and priorities. Draft succession plan for leadership. 	<ul style="list-style-type: none"> Authorize reduction of operations as necessary. Plan for post-pandemic recovery and resumption of normal operations. Plan for revised instruction calendar and completion of the semester.

<p style="text-align: center;">Student Engagement</p>	<ul style="list-style-type: none"> • Identify essential personnel 	<ul style="list-style-type: none"> • Ask students to plan for leaving campus if classes are suspended • Consult with VPAA to decide what social distancing strategies will be activated • Develop a means to monitor the whereabouts of students • Develop policy related to ill students remaining on campus 	<ul style="list-style-type: none"> • Communicate with parents and families through Communications Office • Collaborate with Transportation Department on evacuation measures • Collaborate with VPAA to advise, communicate with overseas students and faculty as well as families • Develop transportation strategy for students who need medical care. • Identify subcultures of students that may have unique needs e.g. athletes, international, students on out of town trips, Greeks • Identify student events where confirmed patients have attended • Engage student leaders as appropriate. 	<ul style="list-style-type: none"> • Communicate with students remaining on campus • Plan for post-pandemic recovery and resumption of normal operations.
<p style="text-align: center;">All Departments</p>	<ul style="list-style-type: none"> • Draft Business Continuity Plan for Pandemic Flu. • Instructional departments should consider developing distance learning. • Consider cross-training needs. 	<ul style="list-style-type: none"> • Report absent employees to HR. 	<ul style="list-style-type: none"> • Prepare to activate Business Continuity Plans. • Plan distancing measures for essential personnel. 	<ul style="list-style-type: none"> • Activate Business Continuity Plans.