



# Andrew College

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## *Emergency Action Plan*

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Cuthbert, Georgia 39840  
229-732-5949  
[www.andrewcollege.edu](http://www.andrewcollege.edu)

## **I. PURPOSE**

The Emergency Action Plan (EAP) establishes policies, procedures and organizational structure for response to emergencies that cause a significant disruption to all or portions of the College. This plan describes the roles and responsibilities of departments, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of college and community resources. As emergencies are often sudden and without warning, these procedures are designed to be flexible in order to be responsive to any given situation.

The Plan addresses several specific types of emergencies through the use of protocols which provide guidelines for stabilization and recovery from the incident. They include emergency instructions and references in a concise format for use by individuals designated to manage college resources.

## **II. SCOPE**

The plan outlines the preparation of, response to and recovery from emergency events. It is consistent with established practices relating to emergency response actions and incorporates the National Incident Management System (NIMS) to facilitate interagency coordination among responding agencies. The College will cooperate with federal, state and local emergency management agencies and other responders in the development, implementation and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

## **III. MISSION**

The College will respond to an emergency situation in a safe, effective and timely manner. College personnel and equipment will be utilized to accomplish the following priorities:

- Priority 1: Protection of Human Life
- Priority 2: Preservation of Health, Safety and Basic Care
- Priority 3: Protection of College Assets
- Priority 4: Maintenance of College Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of General Campus Operations

## **IV. ASSUMPTIONS**

The College Emergency Action Plan (EAP) is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

A. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.

B. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve as a guide and a checklist

which may require modifications in order to meet the requirements of a specific incident.

C. The College will issue emergency notifications or warnings to the campus community at any time if conditions indicate that an incident is developing or highly probable.

D. Emergencies may be community, regional, state-wide or national. Therefore, it is necessary for the College to prepare for and carry out disaster response and short-term recovery operations in conjunction with local, regional, state or federal resources.

E. There are typically two types of emergencies. The first is a general emergency that does not require a specific tactical response by first responder personnel, police, fire, and EMS. Severe weather and pandemics are examples of general emergencies. Specific emergencies are incidents that require a tactical response by first responders. Examples of specific emergencies include fires, active shooters, and hazardous material incidents. Determination of Incident Commander will be based upon whether an incident is general or specific in nature.

F. In specific emergencies there are two responses. The first is the response to the incident and is carried out by first responders. The second is the action undertaken by the administration of the college to the actions and the results of the actions undertaken by the first responders.

## V. GOALS

The goals in responding to an emergency situation include:

- The safety of all staff, students, and guests.
- The physical and emotional well-being of staff, students, and guests.
- The timely stabilization of an emergency situation.
- The protection of College facilities, property, and the belongings of staff, students, and guests.

## VI. APPLICABILITY AND SCOPE

This plan applies to all employees and any person on campus to include students, Andrew College employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

## VI. RESPONSIBILITY

The emergency plan is the responsibility of The Office of Student Affairs to review and update at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the Office of Student Affairs.

## **VII. EMERGENCY COMMUNICATIONS**

During an emergency, the following means and methods of communication will be used.

- Email
- Text message
- Phone Calls

## **VIII. MEDIA INQUIRIES**

Inquiries from the media during or after an emergency will be addressed by the Office of Administration. The Office of Administration will be consulted in releasing any information to the media. At any time the media can simply be referred to the Office of Administration.

# Emergency Contact Numbers

- Please call the following office extensions as situations require **during** office hours.
- All after-hours calls should be directed to Andrew College Police Department.

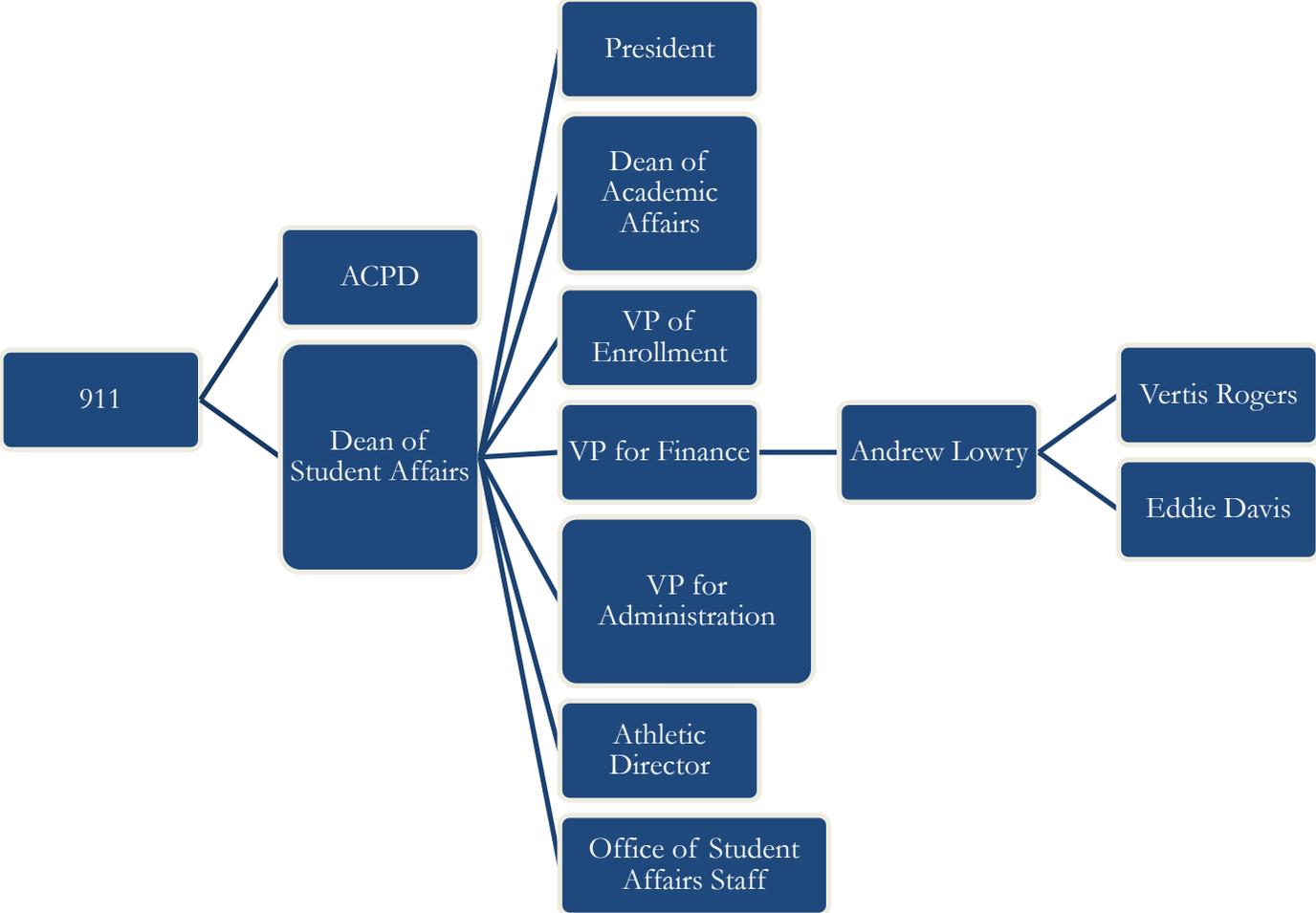
Department	From Cell or Off Campus	Campus Phone
Local Law Enforcement	911	8911
ACPD	229-732-5919	5919
Office of Student Affairs	229-732-5950	5950
President's Office	229-732-5926	5926
Business Office	229-732-5946	5946

Updated: July 2016

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# Notification Order



# One Call Now

Andrew College uses One Call Now as its emergency notification system. To ensure prompt notification, please enroll in One Call Now.

- **Students:** Fill out Missing Student Notification for enrollment upon admission.
- **Faculty and Staff:** Please send your information to the ACPD.
- **If you encounter problems with notifications, please contact ACPD at 229-732-5919.**

Instant text alerts will be sent to One Call Now enrollees in the event of a crisis, important advisory, or college closing.

In the event of emergency the following individuals are permitted to access One Call Now to send alerts to campus. Prompt and clear notification is needed during times of crisis. Please notify as needed per crisis event.

- Dean of Student Affairs
- ACPD
- VP for Finance

# Building Evacuation

## Building Evacuation

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible wear weather appropriate clothing
- If you are the last one to exit your room close, and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- Use stairs, not elevators
- Assist people with special needs
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call ACPD at 229-732-5919 to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call ACPD at 229-732-5919 and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the ACPD or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

# Accident, Serious Injury or Illness

- **Emergency where one may be sick or injured.**

## **Roles:**

### *Faculty and Staff*

1. Contact ACPD at 229-732-5919.
2. Stay with the sick or injured individual until help arrives or episode resolves itself.
3. Call Dean of Student Affairs.
4. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab..

### *ACPD*

1. Respond to call.
2. Call 911 for Emergency Medical Transport, if necessary.
3. Designate college employee to give directions and someone near the location where the ill/injured is so that they can direct the EMTs to the victim.
4. Call Dean of Student Affairs.
5. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

### *Students*

1. Contact ACPD at 229-732-5919.
2. Stay with sick or injured individual until college official arrives.
3. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

# Active Shooter/ Armed Intruder

- A shooting or armed assault on campus may involve one or more individuals intent on causing physical harm to students, faculty and staff by the use of firearms or other deadly weapons such as a knife, a bomb or other harmful devices.

## **If a hostile intruder/active shooter is Outside your building:**

- Get to a room that can be locked; close and lock windows and doors
- Turn off the lights
- Try to get everyone down on the floor (so that no one is visible from outside the room)
- Call 911. The Dispatcher will ask for, at least, the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Number of persons who may be involved
  - f. Your location
- Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
- Do not respond to any voice commands until you are sure that they come from a Police Officer, or a ACPD Officer

## **If a hostile intruder/active shooter is INSIDE your building:**

- Exit (get out of) the building immediately
- Notify anyone you may encounter to exit the building immediately
- Call 911. The Dispatcher will ask for at least the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Number of persons who may be involved
  - f. Your location

**If exiting the building is not possible, the following actions are recommended:**

- Go to the nearest room or office
  - a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
- Close and lock the door and/or block it (try barricading the door with desks and chairs)
- Cover the door windows
- Call 911 (the Dispatcher will gather information from you)
- Keep quiet and act as if no one is in the room (silence cell phones)
- DO NOT answer the door
- Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
- Do not respond to any voice commands until you are sure that they come from a Police Officer, or a ACPD Officer

**If a hostile intruder/active shooter enters your office or classroom:**

- Remain calm
- Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
- Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:
  - a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
  - b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
  - c. Play dead (pretend to be unconscious), or
  - d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **Only you can decide if this is something you should do**
  - e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

**If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:**

- Close and lock the door and/or block it (try barricading the door with desks and chairs)
- Call 911 (if not on the line already)
- DO NOT answer the door and stay in place behind cover
- Do not respond to any voice commands until you are sure that they come from a Police Officer, or an ACPD Officer

**If you decide to flee during a hostile intruder/active shooter situation:**

- No matter what the circumstances, make sure you have an escape route and plan in mind
- Do not attempt to carry anything while fleeing
- Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
- Move quickly, keep your hands up high and visible
- Follow the instructions of any Police Officers you may encounter

**What to expect from responding police officers:**

- Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.
- Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:
  1. Remain calm
  2. Do as the officers tell you
  3. Put down any bags or packages you may be carrying
  4. Keep your hands up and visible at all times
  5. If you know where the hostile intruder/active shooter is, tell the officers
  6. Once out of harm's way remain at whatever assembly point authorities designate
  7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
  8. Do not leave until you have been interviewed and released

*ACPD as necessary*

1. Secure area
2. Alert/confirm with local law agencies for back up
3. Call Dean of Student Affairs
4. Assist EMA
5. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

*Dean of Student Affairs as necessary*

1. Call President
2. Call Cabinet Members
3. Call Office of Student Affairs staff for assistance.

*VP for Administration as necessary*

1. Serve as the official college spokesperson to media.

2. Handle all media releases regarding the situation

# Biohazard

- **Biohazards are classified as:**
  1. **Liquid waste generated by humans or animals.**
  2. **Non-infectious, preserved and unpreserved animal carcasses and body parts.**
  3. **Contaminated sharps, including needles, syringes, scalpels, intravenous tubing with needles attached, or any item that is sharp enough to penetrate the skin and is contaminated with potentially infectious material.**
  4. **Biohazard injuries or infections are normally restricted to individuals and may not require activation of the Emergency Response Plan.**

1. **Minor Injuries:** These injuries normally involve a small cut or break in the skin or a chemical burn with coincident exposure to a biohazard. Persons involved should to the following.

- a. Call ACPD at 229-732-5919. Calmly wait for their arrival.
- b. Responding college official will treat immediately at or near the scene of the accident.
- c. Rinse contaminated wound with copious quantities of water from an eye wash or emergency shower and encourage bleeding.
- d. If the wound is on the face, take care not to contaminate the eyes, nostrils, or mouth.
- e. Wash the wound with mild soap and lukewarm water. **DO NOT USE** abrasives or brushes which may cause further injury.

2. **Serious Injuries:** If more than first aid is required, take the following steps:

- a. Treat the immediately threatening condition (maintain ABCD's – Airways, Breathing, Circulation, Deadly Bleeding).
- b. Call 911.
- c. Advise emergency response personnel of your location, the contamination, nature of injuries, and biohazard handling procedures.
- d. Ensure that the biohazard material does not further contaminate the accident victim by moving away from the area of aerosolization and by removal of contaminated clothing.
- e. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

3. **Injection or Sharps Injury with Biohazard Exposure:**

- a. Disinfect the puncture area immediately.
- b. Call 911. Advise emergency response of the location.
- c. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

4. **Personal Biohazard Decontamination Procedures:**

- a. Individual(s) involved directly in the spill should remove garments known or thought to be contaminated and leave the area. Personnel should be aware of all exits,

interlock override switches, fire extinguishers, fire alarms, eyewash stations, safety showers, spill and first aid kits.

- b. Call 911. Advise emergency response of the location.
- c. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

*ACPD* as necessary

6. Secure area
7. Call Dean of Student Affairs
8. Assist EMA
9. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

*Dean of Student Affairs* as necessary

4. Call President
5. Call Cabinet Members
6. Call Office of Student Affairs staff for assistance.

*VP for Administration* as necessary

3. Serve as the official college spokesperson to media.
4. Handle all media releases regarding the situation

# Bomb or Bomb Threat

- **A known, or threatened, explosive device, that is intended to cause disruption, property damage, or bodily injury.**

## **Roles:**

### *Person Receiving the Threat*

1. If a threat is phoned in, keep the caller on the line as long as possible, while
  - a) trying to obtain and document the following vital information:
  - b) Exact location of device
  - c) Detonation time
  - d) Voice description of caller
  - e) Background noises
  - f) Exact wording of message
  - g) Time of call
2. Call 911 immediately and request response from City Police and Fire Departments.
3. Call ACPD at 229-732-5919.
4. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

### *ACPD*

1. Initiate One Call Now emergency response system
2. Respond to scene and begin evacuation.
3. Evacuate adjacent buildings, if injuries could result from a blast.
4. In conjunction with local police and fire department, coordinate and conduct a thorough search.
5. Make the decision to allow people to return to the evacuated areas, assuming the search reveals negative results.
6. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

### *Resident Hall Coordinator*

1. Respond to scene and assist with evacuation.
2. In conjunction with local police and fire department, coordinate and conduct a thorough search.

### *Facilities Management*

1. Shut off gas and electricity to affected area, if deemed necessary.

### *Faculty, Staff and Students*

1. Check escape routes and then proceed with an orderly evacuation.
2. College officials serving as supervisory leads please ensure that protocols are followed.
3. At evacuation site, take and encourage others to take precautionary measures,

including covering head and face with arms, books or clothing (in case of flying glass or debris).

#### *Communications*

1. Serve as the official college spokesperson to media.
2. Handle all media releases regarding the situation.

#### *Escape Routes and Safe Areas*

##### **A. The following buildings report to the parking lot of First Baptist Church on McDonald Avenue.**

1. **College officials providing supervisory assistance of this evacuation route and safe area: Bennie Mattox.**
  - a) Rhodes Hall
  - b) Individuals at the tennis courts
  - c) Old Main
  - d) Individuals at the pool area
  - e) Parker Physical Education Building
  - f) The G. Clyde & Ruth Tarrer Jinks, Sr. Physical Education Complex
  - g) Focus Lab
  - h) Suarez Building
  - i) Reid Center
  - j) Andrew Serves

##### **B. The following buildings report to Gilbert Field.**

1. **College officials providing supervisory assistance of this evacuation route and safe area: LaKenya Drayton**
  - a) Tuner Dining Hall
  - b) Mitchell Residence Hall
  - c) Individuals on the campus green
  - d) Fort Residence Hall

##### **C. The following buildings report to Patterson Parking Lot.**

1. **College officials providing supervisory assistance of this evacuation route and safe area: Phil Gille**
  - a) Pitts Library
  - b) Patterson Residence Hall
  - c) Rhodes Science and Computer Center
  - d) Jones Chapel

##### **D. The following buildings report to the parking lot of Old Main (left of building).**

- a) Jamieson Building
- b) Maintenance Building

# Closing of the Campus/ Canceled Classes

- **Snow, ice, extreme weather conditions, or other situations may necessitate the canceling of classes and/or closing of Andrew College.**

## **Notification of closing the campus BEFORE the work day:**

1. A One Call Now campus alert will be sent to faculty, staff, and students who have registered for the alerts.
2. Students, faculty and staff may also listen to local radio and newspapers.
  - a) *WFXL*
  - b) *WRBL*
  - c) *WTVM*
  - d) *WALB*
3. Notifications will be sent by campus e-mail to faculty, staff, and students.
4. The home page of the Andrew College Web site will be updated with a notification of campus closings or class delays.

## **Notification of closing the campus DURING the work day:**

1. A One Call Now campus alert will be sent to faculty, staff, and students who have registered for alerts.
2. Notifications will be sent by campus e-mail to faculty, staff, and students.
3. The home page of the Andrew College Web site will be updated.

## **Roles:**

### *Dean of Student Affairs*

1. Makes school closing decision (in conjunction with President, Cabinet, and ACPD).
2. Issues One Call Now alert.
3. Sends e-mail messages to faculty, staff, and students.

### *VP for Administration*

2. Alerts media contacts of Andrew College closings.

### *ACPD*

1. Alerts Dean of Student Affairs of weather hazards as they develop.
2. Blocks roads at entrance for hazardous road conditions.

### *Maintenance*

1. Checks on buildings as weather permits.
2. Provides signage at main entrance that indicates closing or delayed opening.
3. Arrives early on the first day back after a weather-related closing to check steps, stairs, and sidewalks and to take corrective actions as needed.
4. Places caution signs as needed.

# Death on Campus

## **Roles:**

### *Faculty, Staff and Students*

1. Call 911.
2. If a death happens during class, faculty should evacuate the classroom and secure the area until ACPD arrives.
3. Call Dean of Student Affairs.

### *ACPD*

1. Secure area and act as lead.

### *Dean of Student Affairs*

1. Call President.
2. Call Cabinet
3. Call Campus Chaplain.
4. Call family of student for a student death.

### *President*

1. Contact college attorney
2. Call Board of Trustees chair

### *VP for Administration*

1. Serve as the official college spokesperson to media.
2. Handle all media releases regarding the situation

# Evacuation

- **In a crisis situation it may be necessary to evacuate a building or the entire campus. Everyone must evacuate immediately once the alert has been issued. No one may return until an all clear notification has been sent.**

## **Roles:**

### *Faculty, Staff and Students*

1. Upon receiving notification (alarm or verbal command), immediately leave
2. the building by the nearest marked emergency exit, closing doors behind you. [Do not lock doors as you leave.]
3. Alert others of the evacuation as you are exiting the building.
4. Do not use elevators.
5. Do not return to an evacuated area unless instructed or permitted to do so by ACPD or college official.
6. Move away from the evacuated building at least 500 feet.
7. Do not block roadways, fire plugs, or access to evacuated areas or buildings.
8. Stay clear of emergency operations unless emergency personnel request your assistance.

### *ACPD*

1. To evacuate a single building, engage the fire alarm.
2. To evacuate more than one building, issue notification via One Call Now and Emergency Broadcast System

### *Resident Hall Coordinators*

1. Assist in the evacuation of buildings.
2. Clear all residence halls.

### *VP for Administration*

1. Serve as the official college spokesperson to media.
2. Handle all media releases regarding the situation.

# Fire

- **In case of a fire in a building or on the premises:**

## **Roles:**

### *Anyone Discovering a Fire*

1. Pull the fire alarm.
2. Call 911 and inform emergency responder of location.
3. Students in Residence Halls: call resident hall coordinator on duty at 229-310-0266.
4. If possible without jeopardizing your safety, close doors to confine the fire.
5. Leave the building.
6. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

### *All Faculty, Staff and Students*

1. Upon hearing the fire alarm, immediately leave the building by the nearest marked emergency exit, closing doors behind you. [Do not lock doors.]
2. Alert others of the situation as you are exiting the building.
3. Do not use elevators.
4. Do not return to an evacuated area unless instructed or permitted to do so by ACPD or a college official.
5. Move away from the evacuated building at least 500 feet and gather with the class, residence hall floor, or office you were with at the time of the fire.
6. Do not block roadways, fireplugs, or access to evacuated areas or buildings.
7. Stay clear of emergency operations unless emergency personnel request your assistance.
8. Report to ACPD information about missing persons, trapped persons, injuries, and other information available about the incident.
9. In case of inclement weather, move to The G. Clyde & Ruth Tarrer Jinks, Sr. Physical Education Complex, unless that building is affected by the fire.

### *Faculty/Staff and/or Residence Life*

1. Gather class or residence hall floor together and take roll.
2. Report to officials if anyone is missing, trapped, or injured.

### *ACPD*

1. Supervise the evacuation and check for injuries.
2. Assign roles to auxiliary persons, as needed.
3. Keep access roads open.
4. Call Dean of Student Affairs.
5. When the fire department arrives, make contact with the officer in charge and report information about missing persons, trapped persons, and injuries.
6. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

*VP for Administration*

1. Serve as the official college spokesperson to media.
2. Handle all media releases regarding the situation.

*Escape Routes and Safe Areas*

**A. The following buildings report to the parking lot of First Baptist Church on McDonald Avenue.**

**1. College officials providing supervisory assistance of this evacuation route and safe area: Bennie Mattox.**

- a) Rhodes Hall
- b) Individuals at the tennis courts
- c) Old Main
- d) Individuals at the pool area
- e) Parker Physical Education Building
- f) The G. Clyde & Ruth Tarrer Jinks, Sr. Physical Education Complex
- g) Focus Lab
- h) Suarez Building
- i) Reid Center
- j) Andrew Serves

**B. The following buildings report to Gilbert Field.**

**1. College officials providing supervisory assistance of this evacuation route and safe area: LaKenya Drayton**

- a) Tuner Dining Hall
- b) Mitchell Residence Hall
- c) Individuals on the campus green
- d) Fort Residence Hall

**C. The following buildings report to the Patterson front parking lot.**

**1. College officials providing supervisory assistance of this evacuation route and safe area: Phil Gille.**

- a) Patterson Residence Hall
- b) Pitts Library
- c) Rhodes Science and Computer Center
- d) Jones Chapel

**D. The following buildings report to the parking lot of Old Main (left of building).**

- a) Jamieson Building
- c) Maintenance Building

**E. The following areas report to the parking lot of Hord Field.**

- a) Baseball field
- b) Soccer field
- c) Softball field

# Restricted to Campus/ Lockdown

- **A health-related or other crisis situation may require that students be restricted to campus. Depending upon the situation, this restriction could also be extended to faculty and staff.**

## **Roles:**

### *Initiating Department*

1. Contact Dean of Student Affairs.

### *Dean of Student Affairs*

1. Call President for approval of “Restricted to Campus” order and notify cabinet members.
2. Initiate One Call Now announcement.
3. Call ACPD to initiate voice announcement via the emergency broadcast system.
4. Send e-mail announcement to faculty, staff, and students.

### *ACPD*

1. Initiate voice announcement using the emergency broadcast system; coordinate wording of message with Dean of Student Affairs.
2. Call 911 to help restrict traffic.
3. Post personnel (Cabinet members) in parking lots to prevent departure by vehicle.
4. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

### *Facilities Management*

1. Assist, as needed, in restricting vehicle traffic.
2. In cases of winter weather conditions, check to ensure that heating is maintained.

### *Office of Student Affairs Staff*

1. Provide in-person notification, if needed, to supplement announcement.
2. Keep students in the safest area(s) on campus.
3. If restriction includes faculty and staff for an extended period of time, make arrangements for temporary housing for faculty and staff.

### *Vice President for Finance*

1. Assign staff as needed to meet the requirements of the situation.

### *VP for Administration*

1. Serve as the official college spokesperson to media.
2. Handle all media releases regarding the situation.

# Sexual Assault/Misconduct

- **Sexual Assaults/Misconduct (dating violence, domestic violence, rape, forcible sodomy, sexual battery, object penetration, stalking, and attempts thereof) are personal violent crimes to both male and female victims that have great psychological and physical effects on the victims. ACPD and the Office of Student Affairs personnel shall use appropriate communication skills when interacting with sexual assault victims. All involved personnel and students must maintain the privacy of the sexual assault victim. This applies to faculty, staff and student victims.**

## **Roles:**

### *Faculty, Staff and Students*

1. Call ACPD.
2. Ensure the victim's safety.
3. Secure the area until ACPD arrives.
4. Call the Dean of Student Affairs at 229-732-5950.

### *ACPD*

1. Call 911 if deemed necessary.
2. Ensure the victim's safety.
3. Secure area.
4. Call Dean of Student Affairs.

### *Dean of Student Affairs\Title IX Coordinator*

1. Provide a safe haven for the alleged victim.
2. Assess alleged victim's external injuries. Do not wash or apply medication to wounds, but cover open, bleeding wounds with sterile bandages. Do not remove forensic evidence.
3. If the assault occurred within the last 72 hours, explain to the victim the necessity of not performing the following activities to preserve evidence: washing self or clothes, brushing teeth, rinsing the mouth, eating, drinking, smoking, douching, combing hair or putting on make-up, changing clothes, or going to the toilet. If the victim has already done any of these things, reassure them, but ask that they not do any more "cleanup."
4. If an ambulance is not called, encourage alleged victim to go to the hospital for treatment of injuries, if necessary. Accompany victim or meet victim at the hospital.
5. If there are no obvious injuries, and to the victim does not want to go to the hospital encourage alleged victim to consult with the campus Victim Advocate.
6. Encourage victim to call his/her parents for notification.
7. Implement investigation process, and hearing process if needed.

### *VP for Administration as necessary*

1. Serve as the official college spokesperson to media.
2. Handle all media releases regarding the situation.

# Student Disturbance/ Civil Disturbance

- **An incident that disrupts or has the potential to disrupt the orderly functions of the college.**

Level 1 – disruption is confined to one area but there is not a threat to anyone.

Level 2 – disruptive forces are mobile or pose a direct threat to another person.

Level 3 – disruption is widespread with large-scale student participation and is a serious threat to college community.

## **Roles:**

### *Faculty, Staff and Students*

1. Call ACPD no matter which level of disruption.
2. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

### *ACPD*

1. Assess level of disruption.
2. Call 911 if necessary.
3. Call Dean of Student Affairs.
4. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

### *Dean of Student Affairs*

1. Call President if necessary.
2. Call VP for Finance if necessary.

### *VP for Administration*

1. Serve as the official college spokesperson to media.
2. Handle all media releases regarding the situation.

# Tornado or Other Severe Weather

- **Tornado Watch:** Conditions are favorable for a tornado or severe weather.  
**Tornado Warning:** Tornado has been sighted; take shelter immediately.

## **Monitoring:**

1. Upon the forecast of severe, inclement weather, ACPD and the Dean of Student Affairs will monitor the weather radio.
2. The campus will be alerted of a tornado warning by the emergency alert siren, a campus-wide e-mail, and the One Call Now campus alert system.

## **Roles:**

### *ACPD/Dean of Student Affairs*

1. Monitor weather radio.
2. Initiate a One Call Now alert.
3. Sound emergency alert siren.
4. Maintain contact with faculty, staff, and student body.
5. Use megaphone for crowd control, if needed.
6. Give the all-clear signal via the emergency alert siren when appropriate.
7. Complete an Incident report. The form can be found on the Andrew College website under the Student Life tab.

### *Maintenance*

1. Assist in serving as weather spotter during watch.
2. Close campus exits if a tornado warning is issued.

### *Resident Hall Coordinator*

1. Clear all dorm rooms.
2. Lead students to designated areas in residence halls
3. Close doors behind you.
4. Verify that students are following the proper safety procedures.
5. Kneel against the wall with head down and hands covering head.

### *Faculty and Staff*

1. If a warning is issued during class time, lead students to the areas designated in the following evacuation plan.
2. Close doors behind you.
3. Using class roster, verify that your students are in the secure area.
4. Verify that students are following the proper safety procedures.
5. Kneel against the wall with head down and hands covering head.

### *Students*

1. Do not attempt to leave campus if a tornado warning is issued.

2. Proceed to the areas listed on the evacuation plan.
3. Kneel against the wall with head down and hands covering head.

**Tornadoes are most common in March, April, and May. Resident students, faculty, and staff are encouraged to copy this page and post this sheet where it can be easily seen. Precautions: In general, when storms produce high winds and lightning, be prepared to move to an interior hall or a lower floor. Stay away from windows and fire exits. Close all doors.**

*Instructions for Campus Buildings*

Old Main: Evacuate to the lowest level.

Turner Dining Halls: Evacuate to interior hallway (dish return).

Mitchell Residence Hall: Evacuate to the lowest level, first floor hallway.

Campus Green: Evacuate to Mitchell Residence Hall lowest level, first floor hallway.

Fort Residence Hall: Evacuate to first floor interior, north hallway.

Patterson Residence Hall: Evacuate to bathroom shower stall and take cover.

Pitts Library: Evacuate to PT3 Lab.

Rhodes Residence Hall: Evacuate to the lowest level, bottom left side hallway (laundry room side).

Tennis Courts: Evacuate to Parker Physical Education Building to interior hallway (racquetball court hallway).

Pool: Evacuate to Parker Physical Education Building to interior hallway (racquetball court hallway).

The G. Clyde & Ruth Tarrer Jinks, Sr. Physical Education Complex: Evacuate to interior hallway of Parker Physical Education Building (racquetball court hallway).

Parker Physical Education Building: Evacuate to interior hallway (racquetball court hallway).

Academic Center for Student Support & Success: Evacuate to rear of interior hallway (foyer).

Reid Center (Business Office): Evacuate to interior office in rear of building (Asst. Bursar's office).

Rhodes Science and Computer Center: Evacuate to bottom floor interior hallway.

Jones Chapel: Evacuate to interior hallways on lowest level.

Focus Lab: Move to center interior hallway (by bathroom).

Suarez Building: Evacuate to rear of interior hallway (foyer).

Jamieson Building: Evacuate to interior hallway (foyer)

Hord Field: Evacuate to bathrooms behind concessions. If possible to drive, please relocate to Old Main lowest level hallway.

Gilbert Field: Evacuate to Mitchell Residence Hall, first floor hallway.

# Physical Locations For Emergency Notification

Location	Description
227 Lumpkin Street	President's Home Residence (Rental}
259 Randolph Street	Residence (Rental)
366 West Lake Drive	Residence (Rental)
423 College Street	Dormitory - Patterson (Residence Hall) Library
437 College Street	Science Building
443 College Street	Library
445 College Street	Dormitory - Mitchell (Residence Hall)
45 McDonald Ave.	Focus Program
455 College Street	Dining Hall- Multipurpose, Commons/Dining
463 College Street	Chapel
475 College Street	Dormitory - Fort (Residence Hall)
481 College Street	Dormitory - Rhodes (Residence Hall)
498 College Street	Jamison Center
501 College Street	Old Main - Office Bldg; Auditorium/Lecture
514 College Street	Hall Residence (Rental) Sealy House
514 College Street	Apartment
498 College Street	Jamison Center
501 College Street	Old Main- Office Bldg.; Auditorium/Lecture Hall
514 College Street	Residence (Rental) Sealy House Apartment
514 College Street	Residence (Rental) Sealy House Apartment
519 College Street	Warren Bush - Classroom/Office
520 College Street	Plowden Cottage
521 College Street	Jinks PE Complex
529 College Street	Suarez Music Building
544 College Street	Residence (Rental)
55 A McDonald Ave.	Residence (Rental- Duplex)
55 B McDonald Ave.	Residence (Rental- Duplex)
67 McDonald Ave .	Reid Center
676 Andrew Street	Maintenance Building
81 McDonald Ave.	Residence (Rental)