

# **GUPTON-JONES**

---

# **COLLEGE**

**OF FUNERAL SERVICE**

**Gupton-Jones College of Funeral  
Service**

---

**Emergency Action Plan**

# Introduction – Declaration of Emergency

## Table of Contents

Introduction – Declaration of Emergency .....	3
Off Site Emergency Phone Numbers .....	5
Evacuation Procedures .....	6
Take Cover Procedures .....	7
All Clear & Re-Entry Procedure.....	8
Violent or Criminal Behavior .....	9
Personal Conduct to Minimize Violence.....	11
Bomb Threat Procedure .....	12
Bomb Threat Checklist .....	15
Active Shooter.....	17
Chemical Spill and Reporting Atmospheric Chemical Releases .....	19
Utility Failure Emergency Guidelines .....	23
Civil Unrest.....	24
Plumbing Failure of Flooding.....	25
Serious Gas Leak.....	26
Ventilation Issue .....	27
Earthquake .....	28
Severe Weather and Tornado.....	29
Shelter.....	30
Emergency Glossary .....	31
Emergency Incident Form .....	32

# Introduction – Declaration of Emergency

## Declaration of Emergency

The authority to declare a College Emergency rests with the College President or his/her appointee as follows:

During the period of any college emergency, the college as required shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and secure control and access to college physical facilities.

When this declaration is made, only those individuals authorized by the College President will be allowed on College property. Those who are not authorized to remain on the premises will be asked to leave.

Unauthorized persons remaining may be subject to arrest in accordance with the Penal Code. In the event of earthquake and aftershocks, fires, storms, or major disaster occurring in or about the College facilities, or which involves College property, local officers or contracted security personnel will be dispatched to determine the extent of any damage to the property.

## Scope

The scope of an Emergency Action Plan is to protect employees and students from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, not limited to, the following: fire, tornado, earthquake, bomb threat, hazardous chemical spill, or active shooter. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate college or municipal responder take over.

*For the protection of employees, an Emergency Action Plan is a requirement of [OSHA 1910.38](#). It is also necessary for the protection of our students and visitors.*

It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation.

## General Procedures

It is impossible to provide specific information for all situations. There is no guarantee implied by this plan that a perfect response to disaster emergency incidents will be practical or possible. This plan is a guide for employees to familiarize themselves with basic emergency planning and response.

# Introduction – Declaration of Emergency

## *Pre-Planning*

Preparation will increase the margin of safety in an emergency. To evacuate successfully and safely:

1. Train employees in ways of assisting others
2. Identify employees with specific needs
3. Evacuation route maps are posted in building
  - a. Employees should know at least two evacuation routes
  - b. The following information is marked on maps
    - i. Emergency and accessible exits
    - ii. Evacuation routes
    - iii. Location of fire extinguishers
    - iv. Tornado shelter(s)

## *Notification of Emergency Warning*

In the event of a disaster, the warning may come from any of the following sources: commercial radio or television, internal paging system, building smoke detection or sprinkler system, web/internet, private citizen, or local police. It is recommended that several sources be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances. A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify employees at Gupton-Jones College (e.g., should “Fire!” and pull building alarm, call College President, etc.). Inform immediate supervisor who will continue notification up through the chain of command.

## *Emergency Alarms and Advisors*

1. **Sprinkler Alarm - Smoke Detection – Fire Alarm**  
In the event of a fire, sprinkler and/or HVAC smoke detection systems, the alarm will be active. Manual alarms, pull station or break glass models, are located on each floor.
2. **Homeland Security Advisor System (HSAS)** is the national advisory system that provides a means of disseminating information regarding the risk of terrorist acts.

# Offsite Emergency Phone Numbers

## **Police Departments**

Decatur Police Department  
420 W Trinity Pl  
Decatur, GA 30030  
Emergency: 911  
Non-Emergency: (404) 373-6551  
<http://www.decalurqa.com/city-government/city-departments/police>

Decatur County Sheriff  
912 Spring Creek Road  
Bainbridge, GA 39817  
Emergency: 911  
Non-Emergency: (229) 248-3050  
<http://decalurso.com/>

Georgia State Patrol  
959 E. Confederate Ave., SE  
Atlanta, GA 30316  
Emergency: 911  
Non-Emergency: (404) 624-7000  
<https://dps.georgia.gov/georgia-state-patrol-0>

## **Fire Departments**

Decatur Fire Departments  
Fire Station One – 230 E. Trinity Place  
Fire Station Two – 356 W. Hill Street  
Emergency: 911  
Non-Emergency: (404) 373-5092  
<http://www.decalurqa.com/city-government/city-departments/fire>

## **Hospitals**

Dekalb Medical Hospital – Hillandale  
2801 Dekalb Medical Parkway  
Lithonia, GA 30058  
Emergency: 911  
Non-Emergency: (404) 501-8000  
[www.dekalbmedicalhillandale.org](http://www.dekalbmedicalhillandale.org)

## **Hazmat Services**

*Wrecker 1 – Hazmat Clean-Up*  
Telephone: (770) 898-4888  
<http://www.wrecker1.com/hazmat-cleanup-atlanta.html>

## **Gas Leaks**

*Atlanta Gas Light*  
Telephone: (877) 427-4321  
<https://www.atlantagaslight.com/>

## **Dekalb County Water, Sewer, & Utilities**

Telephone: (404) 378-4475  
<http://www.dekalbcountyga.gov/>

## **Phone Systems?**

## **Alarm Systems?**

## **Gupton-Jones College of Funeral Service**

5141 Snapfinger Woods Drive  
Decatur, GA 30035  
Office: (770) 593-2257  
Toll-free: (800) 848-5352

# Evacuation Procedures

1. When **the fire alarm(s)** sounds, and/or upon notification over the college's PA system, immediately evacuate the building.
  - a. Gupton-Jones College employees must ensure all personnel in their section have evacuated along with assisting employees with special needs and students in their evacuation.
2. **Building Evacuation:** Providing lack of gas leak, an explosive atmosphere that does not pose threat to personal safety, upon hearing an alarm, immediately shut down all non-critical operations, turn off machines and equipment, compressed air to equipment, close windows and doors and evacuate in an orderly manner (walk, do not run) via the nearest exit (follow evacuation route).
  - a. Outdoors – Attempt to move 500+ feet upwind of the affected building, remain there for further instructions.
  - b. Gupton-Jones College employees shall take a roll call to account for their personnel and students. Any inconsistencies of numbers, questions concerning an employee's whereabouts and/or injuries to employees or students shall be brought up the Chain of Command. Record employee's observations and afterwards ask employees to record their observations, thoughts and feelings concerning the emergency.
  - c. Keep fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
  - d. Unless directed or the "all-clear" has been announced, **DO-NOT** re-enter an evacuated building.
  - e. The Campus President is the "information liaison" to Gupton-Jones College employees for such information as, when to re-enter the building, relocate assembly areas, move cars, etc.

## Take Cover Procedures

1. Upon hearing a Tornado or Take Cover Alarm, and/or upon notification over the college's website and/or PA system, immediately take cover in the nearest "take cover" area to where you are located and remain there until an **ALL CLEAR** is announced. If unable to reach a "take cover" area safely, seek shelter in an inner room; preferable one without windows and try to get under a table, desk, etc. If the room has windows, try to get as far from them as possible.
2. Once an **ALL CLEAR** is issued, regardless of emergency, evacuate the facility in an orderly manner (walk, do not run) via the nearest exit.
3. Gupton-Jones College employees must ensure all personnel in their section have evacuated along with assisting employees with special needs and students in their evacuation.
4. Outdoors – Attempt to move 500+ feet upwind of the affected building, remain there for further instructions.
5. Gupton-Jones College employees shall take a roll call to account for their personnel and students. Any inconsistencies of numbers, questions concerning an employee's whereabouts and/or injuries to employees or students shall be brought up the Chain of Command. Record employee's observations and afterwards ask employees to record their observations, thoughts and feelings concerning the emergency.

# All Clear & Re-Entry Procedure

As soon as the Campus President determines the emergency is over:

1. The facility must be inspected to ensure it is safe for occupancy before the “All Clear” is given. The Campus President, and appointed Gupton-Jones College employees, should gather data to help officials; this includes a list of any victims, witnesses and observations at the scene.
2. Campus President shall verify, as required:
  - a. Structural integrity of the facility – using Professional Engineers or Architects as necessary.
  - b. Reliability of utility services (water, heating/cooling, lights, communications, etc.)
  - c. Hazardous material or waste spill area(s) have been cleaned up and decontaminated.
  - d. Indoor air quality safe for occupancy and all health and safety hazards have been removed.
  - e. Emergency equipment returned to service (eye washes, sprinkler systems returned to service, all fire extinguishers replaced or refilled, etc.).
  - f. The local Police, Fire Department, and/or insurance company have authorized an “All Clear” and agree the facility may be re-entered.
3. The “All Clear” announcement should be formal – not by word of mouth to avoid “the rumor mill” information. Gather all the “Information Liaisons” before announcing the “All Clear.”
  - a. Hold meetings with Gupton-Jones College employees (on site or via call).
  - b. Radio and TV announcement (if necessary).
  - c. Recorded messages on answering services.
  - d. Once steps 1 and 2 are successfully completed – employees and/or students may return to their work and/or classroom



# Violent or Criminal Behavior

Gupton-Jones College of Funeral Service is committed to providing its employees and students a safe and secure learning environment and business facility. Gupton-Jones College employees must:

1. Be trained to recognize the warning signs of inappropriate behavior and when an employee and/or student may become violent, and
2. Immediately report any actual or perceived threat or act of violence to the Campus President. Local law enforcement may also be contacted.

## Recognizing the Warning Signs of Potentially Violent Behavior

No material or training will accurately predict who will become violent at work or at school, or which conditions will trigger violence. Every campus or department should perform an initial assessment to identify its particular workplace security issues. If that assessment determines college employees at risk, the College President should be notified in writing. There are however, indicators that you should be aware of and learn. Display of these signs may give an indication a person could become violent and should cause you to become concerned. You should submit a cause for concern (red flag) report if you encounter any of the following behaviors:

- ❖ Name-calling, obscene language or abusive/inappropriate behavior.
- ❖ Intimidation through direct or veiled verbal threats.
- ❖ Throwing objects – regardless of size or if an individual was targeted or not.
- ❖ Touching others in a malicious, sexually or an intimidating manner (such as, hitting, slapping, poking, kicking, pinching, grabbing, and pushing).
- ❖ Intimidating others physically by “getting in their face”, obscene gestures or fist shaking.
- ❖ Continually blaming others for their problems.
- ❖ Inability to take criticism.
- ❖ Irrational ideas or beliefs.
- ❖ Expresses feeling of being victimized.
- ❖ Productivity or attendance problems.
- ❖ Violence towards inanimate objects.
- ❖ Talks about hurting themselves or others.
- ❖ Shows inappropriate anger (unwarranted). Expresses hopelessness or a heightened anxiety.
- ❖ Takes up much of supervisor’s time with behavior or performance problems.
- ❖ Coworkers and/or students fear him or her.
- ❖ Steals or sabotages equipment or projects.
- ❖ Lacks concern for the safety of others.
- ❖ Experiences significant turbulence in personal life.
- ❖ May interpret act of kindness as a patronizing conspiracy.
- ❖ Has access, is fascinated with, and the skill to use, guns, explosives, or other weapons.

## Violent or Criminal Behavior

- ❖ Described by others as a “loner”, withdrawn personality or unable to sustain significant relationships.
- ❖ Job provides identity or self-worth or is the primary source of human contact.
- ❖ Enjoys violence in movies, books, television, and news reports.
- ❖ Working alone at night and during early morning hours.
- ❖ Exchange of money, or availability of valuable items.
- ❖ Availability of prescription drugs.
- ❖ Working with person known or suspected to have a history of violence.

# Personal Conduct to Minimize Violence

## DO

- ❖ Project Calmness: Move/Speak Slowly Quietly and confidently.
- ❖ Encourage them to talk and listen patiently.
- ❖ Focus on them; let them know you are interested in what they have to say.
- ❖ Position yourself at a right angle to the person, maintaining a relaxed yet attentive posture. Control the tone, volume, and rate of your speech.
- ❖ Acknowledge the person's feelings. Confirm the fact that you can see they are upset.
- ❖ Ask for specific, small favors, such as moving to another area (quieter) or to sit down to talk.
- ❖ If they are unreasonable, attempt to establish basic ground rules. Calmly remind them of the consequences of any violent behavior.
- ❖ Delay to try to get them to calm down. Example: Offer a drink of water.
- ❖ Accept criticism in a positive way, such as; "you're probably right", or "it was my fault".
- ❖ Be reassuring – point out options and choices. Break big problems down into more manageable problems.
- ❖ Repeat back their statements in the form of a question. From "I can't talk to my supervisor" to "you don't feel like you can talk to your supervisor? Do you want to talk about it?" Ask for their recommendations.
- ❖ Make certain your path to exit cannot be blocked by anyone.

## NEVER

- ❖ Appear hostile by showing apathy, brush off, coldness, giving the run around or going strictly by the rules.
- ❖ Reject all of their demands from the start.
- ❖ Pose in challenging stances; hands on hips, stand directly in front of them, crossing your arms. Avoid physical contact, finger pointing, or long periods of fixed eye contact.
- ❖ Make sudden movements that can be seen as threatening.
- ❖ Belittle the person or make them feel foolish. Never threaten, challenge, or dare them.
- ❖ Act impatient or criticize the individual.
- ❖ Bargain with individuals if they act threatening.
- ❖ Attempt to persuade them into believing the situation is less serious than it actually is.
- ❖ Make promises you cannot keep or make false statements.
- ❖ Try to discuss technical or complicated information when emotions are high.
- ❖ Take sides or agree with distortions.
- ❖ Enter their personal space - a three-foot to six foot space between them and you.

# Bomb Threat Procedures

## 1. First Responder

In the event of a bomb threat, which will normally be received over the telephone, the following procedure should be followed.

- a. Immediately call the Campus President
- b. Complete the Bomb Threat Checklist (located in the next session – here) as soon as possible and answer questions once the report has been turned over to the Emergency Response Team.
- c. Make every effort to preserve or save any voice mail, messages, correspondence, etc. for later review and investigation. Have any involved parties immediately start capturing their memories of conversations, visual descriptions, odors, etc. directly related to the BOMB THREAT in their own words (e-mail, word, paper/pen, tape recording, etc.).
- d. If a bomb threat is received by any other means than the telephone, the person receiving the threat should report it immediately to the Campus President.
- e. The Emergency Response Team shall determine the appropriate procedures to be taken amount the following:
  - a. Commence immediate evacuation to outside evacuation sites.
  - b. Contact proper law enforcement agencies
  - c. Contact the fire department.
  - d. Do not permit re-entry until the building has been searched and declared safe by bomb disposal unit.

NOTE: !WARNING! – Never touch or disturb anything that looks out of place or like it should not be where it is.

## 2. Telephone Call Recipient

- ❖ Notify Campus President as soon as possible.
- ❖ If the call recipient is a work study, immediately on recognition of a bomb threat, have a full-time employee take the call.
- ❖ Take all bomb threats seriously.
- ❖ Keep the caller on the line as long as possible.
- ❖ Do not hand up the receiver even when the caller terminates the call. Lay it on the desktop until the police arrive.
- ❖ Write down everything the caller says using the attached Bomb Threat Checklist.
- ❖ Note any accent or speech impediment in the caller's voice.
- ❖ Note any background noises.
- ❖ Wait for police to arrive. Do not spread alarm while waiting.
- ❖ Complete any necessary incident reports.

# Bomb Threat Procedures

## 3. Staff Procedures

- ❖ Evacuate when instructed to do so.
- ❖ Maintain order during the evacuation process.

## 4. Administrative Procedures

- ❖ Call 911 to report a bomb threat
- ❖ Do not use the same telephone that the bomb threat came in on.
- ❖ Use the Bomb Threat Checklist and provide details of the bomb threat.
- ❖ Determine whether to evacuate the building or entire campus.
- ❖ Notify Staff of information.
- ❖ Do not touch any suspicious or isolated package, briefcase, or backpack. Note anything unusual or out of place.
- ❖ Coordinate a search team that might assist police.
- ❖ Have a set of master door keys in hand.
- ❖ Make all necessary notifications.

**Radio signal and/or electronic devices can activate bombs. DO NOT USE: Radios – Cell Phones – PA System**

## 5. Campus President to confer with Police, Certified Security Professional to determine if it is safe to re-enter the campus

- ❖ If it's safe to re-enter, sound the "All Clear" instructing employees that it is safe to return to work/class.
- ❖ Maintain heightened security awareness over the next twenty-four (24) hours.
- ❖ Keep all access points secured.
- ❖ Make certain to challenge any person who is not identified as an employee or a student at Gupton-Jones College
- ❖ Decide whether or not to post security guards or request patrols and/or walkthroughs

## 6. If the search revealed a suspicious object, the Campus President should begin focusing on communications with employees, students and the community

## 7. The Campus President should go to a remote site away from the immediate area of the threat and establish a "command center"

- ❖ An appointed Emergency Coordinator should remain onsite as the eyes and ears for the Campus President and to direct/defend any Gupton-Jones College interests with the emergency responders.
- ❖ The Emergency Coordinator should contact the security service to secure the site and cordon off an area for media.

## Bomb Threat Procedures

- ❖ The Gupton-Jones College President, in conjunction with Pierce Mortuary Colleges COO, will prepare a short written statement for the media on how to access Gupton-Jones College officials for statements and how questions will be answered.
- ❖ **Never talk to the media.** All communication on behalf of the college will be reviewed and approved by the Campus President.

# Bomb Threat Checklist

## BOMB THREAT CHECKLIST

### Do Not Interrupt – Let the Caller Talk

**MOST IMPORTANT:** Recognize that your response to this situation can directly affect the successful prosecution of the perpetrator(s), and the safety and wellbeing of your colleagues and the college.

Where is the bomb? \_\_\_\_\_

When will it explode? \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What does it look like? \_\_\_\_\_

How is it activated? \_\_\_\_\_

Did you place it? \_\_\_\_\_

Why did you place it? \_\_\_\_\_

Who are you? \_\_\_\_\_

### Secondary

Any identifiable ethnicity \_\_\_\_\_

Familiarity \_\_\_\_\_

### Is the Caller's Voice

(CIRCLE ALL THAT APPLY)

CALM

ANGRY

EXCITED

SLOW

FAST

SOFT

LOUD

LAUGHING

CRYING

NORMAL

DISTINCT

SLURRED

LISP

STUTTER

NASAL

FAMILIAR

RASPY

DEEP

HIGH

### Did the Caller Seem

Well spoken (educated) \_\_\_\_\_

Use slang \_\_\_\_\_

Use profanity \_\_\_\_\_

Irrational or incoherent \_\_\_\_\_

Under the influence \_\_\_\_\_

Did the message seem taped or read \_\_\_\_\_

# Bomb Threat Checklist

## Take Note of Background Noises

Street noises \_\_\_\_\_

Cell phone \_\_\_\_\_

Animal noises \_\_\_\_\_

Office noise \_\_\_\_\_

Voices \_\_\_\_\_

Factory \_\_\_\_\_

House noises \_\_\_\_\_

PA system \_\_\_\_\_

Music \_\_\_\_\_

Quiet \_\_\_\_\_

Motor noise \_\_\_\_\_

- ❖ DO NOT HANG UP THE PHONE
- ❖ DO NOT RE-USE THE PHONE TO DIAL AN OUTSIDE LINE

**WRITE TO THE BEST OF YOUR ABILITY**

**THE EXACT WORDING OF THE THREAT**



## Active Shooter

1. The intent of most active shooters will be to kill as many people as quickly as possible. Traditional law enforcement response will include the concept of “surround and contain” in order to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response.
2. Upon discovery of an active shooter event, **AS SOON AS POSSIBLE** and when safe to do so, notify law enforcement (**911**).
  - a. The call to 911, from the area where they are safely concealed, should provide the following information:
    - i. Description of suspect and location (if possible)
    - ii. Number and type of weapon(s)
    - iii. Direction of suspect’s travel
    - iv. Location and condition of victims
3. The Campus President, or another administrator of the College, will meet and guide law enforcement officers if possible and appropriate. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent additional casualties.
4. **Response:**
  - a. Evacuate – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
    - i. Have the escape route and plan in mind
    - ii. Evacuate regardless of whether others agree to follow you
    - iii. Leave your belongings behind
    - iv. Help others escape (if possible)
    - v. Prevent individuals from entering an area where the active shooter may be
    - vi. Keep your hands visible
    - vii. Follow instructions of any police officer
    - viii. Do not attempt to move casualties
    - ix. Call 911 when you are safe
  - b. Hide out – If evacuation is not possible, find a place to hide where the active shooter is less likely to be
    - i. Direct personnel into an office or classroom and attempt to barricade the door
  - c. The hiding place should:
    - i. Be out of the active shooter’s view
    - ii. Provide protection if shots are fired in your direction (i.e. lock yourself in the bathroom, stay as low to the floor as possible, and remain still and quiet)
    - iii. Not trap you or restrict your options for movement
  - d. To prevent an active shooter from entering your hiding place:
    - i. Lock the door (if possible)

## Active Shooter

- ii. Block the door with heavy furniture or use anything available
  - e. If the active shooter is nearby:
    - i. Lock the door
    - ii. Silence your cell phone and/or pager
    - iii. Turn off any source of noise (i.e. radios, televisions)
    - iv. Hide behind large items (i.e. cabinets, desks)
    - v. Remain quiet
  - f. If evacuation and hiding is not possible:
    - i. Remain calm
    - ii. Dial 911 (if possible) to alert police of an active shooter and their location
    - iii. If you cannot speak, leave the line open and allow the dispatcher to listen
  - g. Take action against the active shooter – As a last resort, and only when your life is in imminent danger, attempt to:
    - i. Disrupt and/or incapacitate the active shooter by:
      - 1. Acting as aggressively as possible against him/her
      - 2. Throwing items and improvising weapons
- 5. Campus President to confer with Police, Certified Security Professional to determine if it is safe to re-enter the campus
  - a. If it's safe to re-enter, sound the "All Clear" instructing employees that it is safe to return to work/class.

# Chemical Spill and Reporting Atmospheric Chemical Releases

## General Information

NOTE: !WARNING! – If material spilled or released is flammable, and/or creates a potentially explosive atmosphere, NEVER turn any electrical equipment, tools, fans, lights, etc. on OR off. Manually open as many doors as possible to assist in ventilating the facility.

If necessary, evacuate upwind from the building.

Never attempt to rescue fellow workers who appear unconscious – over 50% of all work-related fatalities occur to “would be” rescuers. Let those responders with the proper training rescue co-workers.

1. **In the event of atmospheric release of hazardous materials, flammable gasses, toxic gasses and for liquid hazardous materials or waste spills, adhere to the following guidelines:**
  - a. If you discover a spill or release, immediately notify your Campus President. When reporting a chemical spill or release, be very specific about the material involved and exact location. Try to estimate the amount released.
  - b. Depending upon the severity of the situation, the Campus President will decide whether or not the Emergency Action Plan needs to be implemented. If warranted, the Campus President will be on site to direct clean up and/or direct an evacuation of either a section of the facility or the entire building, informing employees what side of the building to assemble on (wind direction is a variable).
  - c. If required, the Campus President will provide technical direction on cleanup operations and ensure the appropriate authorities are notified as outlined in Gupton-Jones College Emergency Action Plan.

NOTE: !WARNING! – NEVER assume that a clear liquid is water where liquid chemicals are used! If you are able to determine through container labeling or the Material Safety Data Sheet (MSDS) that the material is not hazardous and poses no hazard to you or the environment, you may safely clean and dispose of the material per the information on the MSDS.

NEVER attempt to clean up spills that are beyond your ability or the work skills you use daily (i.e., where clean up cannot be safely accomplished with the skills and personal protective equipment you possess). Clean up beyond your normal “everyday” work skill is considered “offensive measures” and requires special training for responders.

## 2. Non-Hazardous Material Spills

- a. Non-hazardous material spill are spills of materials such as beverages, water, etc. and are only included in this manual to provide the following warning – NEVER assume a clear liquid is water. Check before cleaning up clear liquids – was a vehicle parked there (indicating battery acid), is there an unusual odor, etc.

# Chemical Spill and Reporting Atmospheric Chemical Releases

### 3. Hazardous Material Spills

- a. If there is a chemical spill in the work area or if a spill is discovered in another area, the first concern should be for the safety of all individuals. All persons, no matter the size of spill, should evacuate the area. Notify adjacent classrooms that might be affected that there has been a chemical spill. If any-one has been injured, remove them from the spill area if it can be done safely. Do not enter an area where there are toxic gases or vapors. If a person cannot evacuate an area where there has been a spill call 911 immediately. Notify the Campus President of the nature of the incident and of any injuries.
- b. Confine the spill as best as possible without exposing any persons to fumes. As the area is evacuated, shut off any electrical equipment if it is safe to do so. If possible establish exhaust ventilation and open windows. Be sure to vent fumes only to the outside of the buildings. Close the fire doors as this will help confine the spill. After individuals have been evacuated and the spill confined, it will be necessary to assess the situation and decide if outside assistance should be requested or if it is safe for personnel to cleanup the spill. Caution should be used in making this judgment.
- c. Personnel can cleanup low level or non-hazardous spills. Low level hazard spills are those spills that do not spread rapidly, do not endanger people and do not endanger the environment. All other spills are high hazard level spills and require outside assistance. The existence of a number of conditions indicate that outside assistance should be requested as suggested below:

#### Call 911 if:

- ❖ Spills involve fire or explosion hazards
- ❖ Spills are potentially life threatening
- ❖ Spill occurs after business hours

#### Call Campus President, if:

- ❖ Spill is larger than one pint
- ❖ Spill involves any amount of highly reactive or toxic material
- ❖ Spill is metallic mercury
- ❖ Spill involves unknown materials
- ❖ Spill material is one for which you do not have the proper training or protective equipment
- ❖ You have any questions or doubts about the spill

# Chemical Spill and Reporting Atmospheric Chemical Releases

If none of the above conditions exist, the instructor can clean up the spill. Otherwise call either 911, or a hazardous waste cleanup company. An incident report form must be filled out for all spills regardless of who cleans it up.

While waiting for emergency responders, the spill area will have to be secured. Block off entrances to the area by either locking doors or posting signs, taping or roping off stairwells and or posting staff by commonly used entrances. Any persons securing the area must remain at a safe distance from the spill.

NOTE: !WARNING! – If there is an explosive atmosphere, DO NOT turn electrical equipment or lights on or off.

#### 4. Release of Toxic or Explosive Material

- a. In the event of a release of a toxic material evacuate the building. Maintenance should institute shutdown procedures that might prevent damage to utilities. Maintenance should shut down air conditioning and ventilations systems.
- b. For any situation that in one's judgment requires total evacuation, the immediate area should be evacuated to a safe area. The emergency should be reported to the Campus President and 911 called.
- c. If a spill can be cleaned up and removed safely using the "everyday skills" that you already possess from performing your daily duties and the personal protective equipment is available, you may clean and remove the spilled material. Eliminate all ignition sources (open flames, cutting, welding, hot surfaces, frictional heat, static, electrical and mechanical sparks). Wear the Personal Protective Equipment specified in the MSDS, stop the spill source and isolate the area using absorbent material. If the spill is a liquid, attempt to capture it in liquid form, otherwise use an absorbent material. Dispose of the hazardous material in a metal labeled container (example "Hazardous Waste Flammable Liquid").

If the spill is extremely large, a threat to personnel/public safety, the environment, or is going toward or is running into a storm or sanitary sewer, immediately call the Campus President. The spill will be assessed and if necessary the Campus President will call 911 to summon the Fire Department. Be ready to provide the following information:

- ❖ Name of the chemical spilled (get MSDS and have IN HAND)
- ❖ Quantity (if known)
- ❖ Location of the spill and direction the spill is heading
- ❖ Organization name and address
- ❖ Your name

## Chemical Spill and Reporting Atmospheric Chemical Releases

Stay on the line until the 911 dispatcher tells you to hang up. Immediately following the notification, contact the Campus President.

5. **Should any of the following occur, immediately contact the Campus President:**
  - a. Any/all spills that have or could reach surface water/groundwater (in any amount).
  - b. Spills onto the ground (outdoors).
  - c. Spills involving any form of oil or gasoline in any amounts (indoors or outdoors).
  - d. Hazardous waste spills in any amount (indoors or outdoors).
  - e. Any spill that has the potential to threaten employee or public health, safety and welfare or the environment.
  - f. Malfunctions of any equipment or any subsystem thereof, including dampers or vents.
6. **Senior administration will conduct the following:**
  - a. Locate and identify the nature of the incident.
  - b. Call 911 if necessary.
  - c. Assume overall direction of any necessary evacuation.
  - d. Establish a reception area for any emergency responders.
  - e. Complete all necessary reports.

# Utility Failure Emergency Guidelines

1. In the event of a utility outage during business hours, notify Maintenance.
2. **Do Not** place a call to any utility providers.
3. Be prepared to move your staff and students to an alternative location.
4. If there is potential danger to employees or students, or if the failure occurs after hours, weekends or holidays notify the Campus President.
5. If an emergency exists, be prepared to evacuate.

## Maintenance will perform the following:

- ❖ Shut down any equipment that has been damaged or might become damaged by the utility emergency.
- ❖ Provide emergency lighting, if necessary.
- ❖ Contact utility providers for assistance, if necessary.
- ❖ Check for any unsafe conditions such as downed power lines and report them to the Campus President.

## Administration Procedure:

- ❖ Locate and identify the nature of the problem
- ❖ Notify the Campus President or designee of the problem.
- ❖ Consider alternative classroom locations.
- ❖ Consider college closure, if appropriate.
- ❖ Determine if evacuation is appropriate to ensure the safety of building occupants.
- ❖ Complete any necessary reports.

## Civil Unrest, Demonstrations or Picketing

Notify the Campus President immediately. The Campus President, if necessary, will release all non-essential employees. The Campus President, and appointed administrators, will secure the facility and arrange for protective guard services and/or security patrols. If employees are threatened, or if property is damaged, call the Police.



## Plumbing Failure or Flooding

Cease using all electronic equipment and notify maintenance. If necessary, vacate the area. Otherwise try to collect the water and begin clean up. Contact Maintenance for large scale clean-up activities.

## Serious Gas Leak

**NEVER SWITCH LIGHTS OR ANY ELECTRICAL EQUIPMENT ON OR OFF!!!**

Evacuate the building and call Maintenance.

## Ventilation Problem

If smoke odors come from the ventilation system, immediately call the Campus President. If necessary, cease all operations and leave the immediate area.

# Earthquake

NOTE: !WARNING! – Always avoid power or utility lines as they may be energized. Know your assembly points.

An earthquake will usually occur without any type of warning. **NO ONE SHOULD GO OUTSIDE THE BUILDING.** After an earthquake has stopped, the following procedures should be initiated:

- ❖ Evacuate and wait until the building is inspected by competent authority.
- ❖ All employees should help restore calm to fellow employees and students.
- ❖ The Emergency Response Team should check for injuries and provide first aid as needed.
- ❖ The maintenance department should check for fires and shut off all gas, electricity, and water at main controls.
- ❖ The building should be inspected by the Campus President.
- ❖ If major structural damage has occurred, the Campus President should order a complete evacuation.
- ❖ The Campus President should notify the proper utility company or other services as needed.

# Severe Weather and Tornado

## Before inclement weather, plan ahead:

Planning ahead will reduce dangers of a tornado, or other severe weather. It is important that those in your department discuss and develop a tornado emergency plan for your area.

- ❖ Take notice of the environment, building, and rooms where you spend much of your time.
- ❖ Identify the best areas to take cover during a tornado, as well as exits from the building.
- ❖ Have a flashlight, a battery powered radio and spare batteries in case the power is off.
- ❖ Have a first aid kit available. Know who at the campus is certified in First Aid and CPR.

Go to the emergency assembly point once the building you are in has been evacuated. Stay away from damaged buildings, power lines and trees.

## Tornado Watch

Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to the local weather radio station, commercial radio, or television for information.

## Tornado Warning

A tornado has been sighted or indicated by weather radar. Take shelter immediately. Be alert to changing weather conditions.

- ❖ Stay tuned to the local weather radio station, commercial radio, or television for information.
- ❖ Look for approaching storms or funnel clouds.

Look for the following danger signs:

- ❖ Dark, often greenish sky
- ❖ Large hail
- ❖ A large, dark, low-lying (particularly if rotating)
- ❖ Loud roar, similar to a freight train

**If you are under a tornado WARNING, seek shelter immediately!**

# Shelter

## Structures

- ❖ Go to a pre-designated shelter area.
  - ✓ Basement, safe room, or lowest building level.
- ❖ Stay away from corners, windows, doors, and outside walls.
- ❖ Put as many walls as possible between you and the outside.
- ❖ Use your arms to protect your head and neck.

## Vehicle or Trailer

- ❖ Get out and immediately and go to the lowest floor of a sturdy building or storm shelter.

## Outdoors

- ❖ Lie flat in a ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
- ❖ Do **not** take cover under an overpass or bridge
- ❖ **Never** try to outrun a tornado in urban or congested areas. Take cover immediately.
- ❖ Be aware of flying debris. Flying debris from tornadoes causes most fatalities and injuries.

# Emergency Glossary

**Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the facility or pose a threat to human life.

*Complete an Emergency Incident Report for all Minor Emergencies and send to the Campus President for documentation.*

**Major Emergency:** Any incident, potential or actual, which poses a threat to human life, affects the entire facility or facilities, and which could disrupt the overall operations of the College. Outside emergency services will probably be required and the Campus President will need to be available for policy considerations and during the crises.

*Complete an Emergency Incident Report for all Major Emergencies and send to the Campus President for documentation.*

**Minor Medical Emergency:** Any incident that an employee, student, or guest, incurs that is not life threatening. The individual whom the injury/illness occurs has the right to refuse medical treatment. If refusal, the student must sign the Emergency Incident Report.

*Complete an Emergency Incident Report for all Minor Medical Emergencies and send to the Campus President for documentation.*

**Major Medical Emergency:** Any incident that an employee, student, or guest, incurs an injury/illness that appears to be life threatening. The person reporting the incident should immediately call 911 and provide the dispatcher with: his/her name; his/her location; name of the injured/ill person, if known; nature of the injury/illness, if known; any special directions regarding the situation or location.

Unless otherwise requested, or indicated, the injured/ill person should be transported by ambulance to the appropriate health care facility.

*Complete an Emergency Incident Report for all Major Medical Emergencies and send to the Campus President for documentation.*

**Disaster:** Any event or occurrence, which has taken place and has seriously, impaired or halted the operation of the Facility, and/or College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all College-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Information and Control Center will be activated, and the appropriate support and operational plans will be executed. In addition, any incident that has the potential for adverse publicity concerning the college should be promptly reported to the Campus President.

*The Campus President will complete the Emergency Incident Report and document.*

# Emergency Incident Form

<b>Description of Emergency:</b>					
<b>Time Occurred:</b>					
<b>Date Occurred:</b>					
Name of Team Member	Contact Details	Contacted On (Time and Date)	By Whom	Response	Time of Arrival on Site
<b>Relevant Comments (e.g., Specific Instructions Issues)</b>					
<b>Relevant Comments (e.g., Specific Instructions Issues)</b>					
<b>Relevant Comments (e.g., Specific Instructions Issues)</b>					
<b>Relevant Comments (e.g., Specific Instructions Issues)</b>					

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Refusal of Medical Treatment:** \_\_\_\_\_ **Date:** \_\_\_\_\_



