EMERGENCY PROCEDURES

AND

SAFETY INFORMATION

UNIVERSITY POLICE
(678) 915-5555
or
SPSU Extension 5555

This booklet is provided to students and faculty by the SPSU Police

2010 Edition
IN CASE OF EMERGENCY
CALL (678) 915-5555 or EXT 5555

EMERGENCY RESPONDERS WILL ARRIVE FASTER, IF YOU CALL THE UNIVERSITY POLICE AT (678) 915-5555 OR EXT 5555. THE 911 SYSTEM SHOWS ALL UNIVERSITY SITES AS THE SAME ADDRESS. THIS CAUSES CONFUSION WITH EMERGENCY SERVICES. CALLING THE UNIVERSITY POLICE ALLOWS IMMEDIATE RESPONSE BY OUR TRAINED PERSONNEL. OUR DISPATCHERS WILL ALSO CALL 911 AND DIRECT THEM TO THE EXACT LOCATION OF YOUR EMERGENCY.

EMERGENCY BROADCASTS

HORNET ALERT

Receive Emergency Messages from the University Police when an emergency arises on or near campus. These messages will be brief and will include a description of the emergency and actions you should take related to that emergency. Types of messages include CAMPUS CLOSING INFORMATION, FIRES, SEVERE WEATHER WARNINGS, HAZARDOUS MATERIALS INCIDENTS, AND LIFE ENDANGERING CRIMES IN PROGRESS on or near campus.

HORNET ALERT can deliver one pre-recorded message to up to four phone numbers, two email addresses, and one text message per student. Update your information today at hornetalert.spsu.edu

CALL BOX

EMERGENCY CALL BOXES

There are Emergency Call Boxes strategically placed around campus. These Call Boxes allow direct emergency communication with the University Police.
CELLPHONE USE DURING AN EMERGENCY

When any emergency arises many persons will use their cellphones to contact friends and relatives to alert them as to their safety. Massive cellphone use will shut down the local cellphone grid. We understand your desire to contact persons regarding your safety during an emergency, but to keep SPSU’s Emergency Broadcast System operational, please keep all cellphone use brief until the emergency is over.

STREET CLOSINGS

During some university emergencies all campus streets may be closed to all but emergency vehicles.

MEDICAL EMERGENCIES (Injury or Sudden Illness)

1. Remain calm.

2. Call the University Police (678) 915-5555 or Ext 5555.

3. Unless you are trained or the victim is in an immediate life-threatening situation, do not attempt to render any first aid before trained assistance arrives.

4. Do not attempt to move a person who has fallen or appears to be in pain.

5. Limit your conversation with ill or injured person to quiet reassurances.

6. After the person is receiving medical attention from EMS personnel, remain in the area to assist police with pertinent information about the incident.
TORNADO or SEVERE WEATHER WARNING

WHEN EMERGENCY SIRENS SOUND

1. Remain calm.

2. GO INSIDE immediately or STAY INSIDE.

3. Be alert for falling objects.

4. STAY AWAY FROM WINDOWS, MIRRORS, AND UNSECURE OBJECTS (bookcases, file cabinets, etc.)

5. If possible, PROCEED TO A BELOW GROUND-LEVEL OR CENTRAL HALLWAY OF THE BUILDING.

6. DO NOT USE THE ELEVATOR. Use the stairs.

7. Assist persons with disabilities to a safe area on the same floor.

8. If possible, monitor the National Weather Service (NWS).

9. AN END TO AN ALARM SIREN DOES NOT MEAN THE WARNING IS OVER. A SECOND SIREN IS NOT AN ALL CLEAR; INSTEAD IT MAY INDICATE AN ADDITIONAL WEATHER WARNING.

10. Remain in the safe area until the “all clear” is received or the NWS weather warning expires.

PLAN AHEAD – IDENTIFY THE APPROPRIATE PLACE IN YOUR BUILDING TO SEEK SHELTER SHOULD A TORNADO OR SEVERE WEATHER OCCUR.
FIRE (Structure)

1. Remain calm.
2. SOUND THE BUILDING ALARM by pulling the alarm station and evacuate the building.
3. Call the University Police (678) 915-5555 or Ext 5555.
4. REPORT THE EXACT LOCATION OF THE FIRE AND WHAT IS BURNING.
5. NEVER ALLOW THE FIRE TO COME BETWEEN YOU AND AN EXIT.
6. REMOVE ALL PERSONS FROM THE DANGER ZONE.

WHEN YOU HEAR A FIRE ALARM

1. Remain calm.
2. EVACUATE THE BUILDING.
3. CLOSE ALL DOORS BEHIND YOU to slow the spread of fire, smoke and water.
4. DO NOT USE THE ELEVATOR. Use the stairs.
5. Assist persons with disabilities who appear to need direction or assistance.
6. DO NOT DELAY EVACUATION – Grab purses and backpacks only if you are not in immediate danger.
7. Once outside, MOVE AT LEAST 300 FEET FROM THE BUILDING to allow clear access for emergency personnel and place you out of the danger zone.
8. RETURN TO BUILDING ONLY AFTER ADVISED TO DO SO BY EMERGENCY RESPONSE PERSONNEL.
BUILDING EVACUATIONS

IF A FIRE ALARM ACTIVATES, YOU RECEIVE AN EMERGENCY BROADCAST MESSAGE, AND/OR RECEIVE VERBAL ORDERS FROM EMERGENCY RESPONDERS, YOU MUST EVACUATE FOR YOUR OWN SAFETY.

BEFORE AN EMERGENCY:

1. Familiarize yourself with emergency exits for buildings you live in or visit on campus.
2. Recognize the sound of alarms.
3. Know at least two ways out of your building or classroom.

WHEN YOU HEAR THE ALARM OR ARE TOLD TO EVACUATE THE BUILDING:

1. Remain calm.
2. EVACUATE at least 300 FEET FROM THE BUILDING in an upwind direction.
3. DO NOT USE THE ELEVATOR. Use the stairs.
4. As you exit the building, quickly check restrooms and storage rooms for persons who may not have heard the signal.
5. Do not leave the evacuation area unless told to do so by emergency responders.
6. Assist persons with disabilities who appear to need direction or assistance.
7. TAKE ESSENTIAL PERSONAL ITEMS ONLY.
8. SHUT ALL DOORS BEHIND YOU.
9. PROCEED QUICKLY BUT ORDERLY. Do not push or shove. Hold handrails on the stairs.

PERSONS WITH DISABILITIES:

1. EVACUATE OUT THE NEAREST SAFE EXIT.
2. Communicate assistance or direction needed to faculty or staff.
3. KNOW THE LOCATIONS OF SAFE ZONE AREAS which are designated as temporary shelters.

EVACUATION CENTER

When a building requires evacuation, the university will establish an EVACUATION CENTER. All evacuated persons should remain on campus and report to this designated location.
SHELTERING IN PLACE

IN SOME EMERGENCY SITUATIONS IT IS NECESSARY TO SHELTER IN PLACE. THIS MEANS THAT PERSONS IN THE BUILDING NEED TO REMAIN IN A SECURE PORTION OF A BUILDING UNTIL AN ALL CLEAR IS GIVEN BY A RECOGNIZED EMERGENCY RESPONDER.

SHELTER IN PLACE - SEVERE WEATHER/TORNADO WARNING:

1. Remain calm.
2. SEEK SHELTER IN A PROTECTED AREA OF THE BUILDING. The best location is the lowest floor of the building in a central hallway or a small room without windows (restroom, storage room, etc.)
3. Assist persons with disabilities who appear to need direction or assistance.
4. DO NOT USE THE ELEVATOR. Use the stairs.
5. No matter where you shelter STAY AWAY FROM WINDOWS OR GLASS DOORS. When possible, shelter under a large piece of furniture such as a table or desk.
6. If the storm does hit, crouch and cover your head. Watch for failing or breaking objects.

AFTER RECEIVING A CRIME IN PROGRESS OR OTHER NON-WEATHER RELATED SHELTER IN PLACE ORDER:

1. Remain calm.
2. STAY IN THE ROOM you are located in at the time of the order.
3. CLOSE AND LOCK ALL DOORS AND WINDOWS.
4. THEN STAY AWAY FROM DOORS OR WINDOWS.
5. REMAIN IN THE ROOM UNTIL AN ALL CLEAR IS GIVEN BY A RECOGNIZED EMERGENCY RESPONDER.

IN CASE OF EMERGENCY CALL

(678) 915-5555
or
EXT 5555
EXPLOSION, TORNADO STRIKE or OTHER SUDDEN DAMAGE TO BUILDINGS

1. Remain calm.

2. Stay away from windows, mirrors, overhead fixtures, file cabinets, bookcases, and electrical equipment.

3. Be guided by emergency response personnel.

4. If evacuation is ordered, PROCEED TO A DESIGNATED EXIT.

5. Do not move seriously injured persons unless in obvious immediate danger (fire, building collapse, etc.).

6. OPEN DOORS CAREFULLY.

7. WATCH FOR FALLING OBJECTS.

8. DO NOT USE THE ELEVATOR. Use the stairs.

9. Assist persons with disabilities who need direction and/or assistance.

10. Once outside, MOVE AT LEAST 300 FEET FROM THE BUILDING to allow clear access for emergency personnel and place you out of the danger zone.

11. Notify emergency response personnel about anyone needing assistance.
HAZARDOUS MATERIALS INCIDENT

1. Remain calm.

2. Call the University Police (678) 915-5555 or Ext 5555

3. WHEN POSSIBLE, OBTAIN THE MATERIALS SAFETY DATA SHEET (MSDS) for the material and give to emergency responders (or if you know what materials are involved, inform the emergency responders).

4. SHELTER IN PLACE OR EVACUATE THE AREA as directed by emergency responders.

5. ALERT OTHERS IN THE BUILDING OR IMMEDIATE AREA. Assist persons with disabilities who need direction and/or assistance.

6. If a toxic hazardous material comes in contact with body tissue, immediately flush the area with clean water.

7. If a building evacuation is ordered by emergency responders, MOVE AT LEAST 300 FEET FROM THE BUILDING IN AN UPWIND DIRECTION.

8. DO NOT RE-ENTER THE AREA until cleared by emergency responders.

9. IF CONTAMINATED, REMAIN IN THE AREA FOR DECONTAMINATION BY EMERGENCY PERSONNEL.

HAZARDOUS MATERIALS ARE MANAGED SAFELY ON A REGULAR BASIS BY KNOWLEDGEABLE INDIVIDUALS.

MINOR SPILLS MAY OCCUR THAT CAN BE SAFELY AND EFFECTIVELY CLEANED UP WITH APPROPRIATE RESOURCES.
PSYCHOLOGICAL CRISIS / SUICIDE THREAT

ANY PSYCHOLOGICAL CRISIS OR SUICIDE THREAT SHOULD BE TAKEN SERIOUSLY. THE FOLLOWING ACTIONS CAN REDUCE RISK OF CRISIS ESCALATION.

REPORT:

1. Call the University Police (678) 915-5555 or Ext 5555 in event of an imminent threat.

2. Call the Career and Counseling Center for assistance or referral (678) 915-7391 or Ext 7391.

THINGS TO REMEMBER:

1. **TAKE ALL THREATS SERIOUSLY.** Most suicidal persons give some warning of their intentions.

2. If you think someone is suicidal, **DISCUSS YOUR CONCERNS WITH THEM.** This discussion often reduces the risk of harmful behavior and does not put ideas in their heads.

3. If someone is acting strangely, discuss your concerns, especially if their behavior has recently changed. **EARLY INTERVENTION CAN PREVENT ESCALATION.**

4. **ENCOURAGE A REFERRAL.** The Career and Counseling Center or an off-campus agency can provide effective assistance in most situations.

5. **KEEP YOUR OWN SAFETY IN MIND.** The person may not intend to harm you but things can happen due to emotional distress.

CONTACT THE CAREER AND COUNSELING CENTER FOR ADVICE AT (678) 915-7391 or Ext. 7391
UTILITY FAILURE

ELECTRICAL/LIGHT FAILURE
1. Remain calm.
2. Provide assistance to others in your immediate area who may be unfamiliar with the space.
3. Proceed cautiously to an area that has emergency lighting, especially if you are in an unlit area.
4. Do not evacuate unless told to do so and if no other danger exists.
5. In most cases power will be restored (or classes will be relocated to another area outside the power outage area).

ELEVATOR FAILURE (trapped inside)
1. Remain calm.
2. Use the emergency button or telephone to alert help.

GAS LEAK
1. **DO NOT TURN ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Electrical arcing can trigger an explosion.
2. Remain calm.
3. Cease all operations and evacuate the area.
4. Notify University Police (678) 915-5555 or Ext. 5555

VENTILATION PROBLEM (smoke from vents)
1. Remain calm.
2. Cease all operations and evacuate the area.
3. Notify University Police (678) 915-5555 or Ext. 5555

FLOODING AND WATER DAMAGE
1. Remain calm.
2. Use extreme caution. Do not use any electrical appliances or outlets near water.
3. Protect objects that are in jeopardy.
4. Take steps to avoid or reduce immediate water damage (cover objects with plastic or move small or light objects out of danger).
CRIME PREVENTION TIPS

IN YOUR ROOM OR OFFICE:
1. Call the University Police (678) 915-5555 or Ext. 5555 to report suspicious persons or activity.
2. LOCK YOUR DOOR, even if you are just going down the hall. It takes a thief 10 seconds or less to enter an open room and steal your property.
3. DO NOT LEAVE WINDOWS UNSECURE.
4. DO NOT LEAVE MESSAGES ON YOUR DOOR INDICATING YOU ARE AWAY OR WHEN YOU WILL BE BACK.
5. If someone asks to use your telephone for an emergency, call for them instead.
6. Do not put your address on your key ring.
7. Do not leave keys in hiding places.

WHEN WALKING:
1. Call the University Police (678) 915-5555 or EXT. 5555 to report suspicious persons or activity or to request an escort.
2. AVOID WALKING ALONE AT NIGHT.
3. BE VIGILANT. WALK WITH PURPOSE, know where you are going and PROJECT A NO NON-SENSE IMAGE.

PROTECTING YOUR CAR or BICYCLE:
1. ALWAYS LOCK YOUR CAR OR YOUR BICYCLE.
2. Use hardened alloy locks and chains or U-shaped locks to secure your bicycle to the rack.
3. DO NOT LEAVE TEMPTING VALUABLES OR PROPERTY VISIBLE INSIDE YOUR CAR.
4. KNOW YOUR VEHICLE’S LICENSE NUMBER.
5. Keep a copy of your vehicle registration, license number, vehicle identification number and insurance papers somewhere other than in your car.

PROTECTING YOURSELF WHILE DRIVING:
1. LOOK BEFORE GETTING INTO THE CAR.
2. TO INSURE YOUR PROTECTION, WHEN YOU ARE INSIDE YOUR CAR, LOCK DOORS AND ROLL UP WINDOWS.
3. DO NOT STOP FOR DISABLED VEHICLES OR TO HELP OCCUPANTS. Continue driving and call assistance for them.
4. If your car breaks down, raise the hood and lock yourself inside your car. If someone stops, do not leave the car just ask them to call for help. Do not worry about being rude, they will understand.

PROTECTING YOUR PERSONAL PROPERTY:
1. MAINTAIN A LIST OF PERSONAL ELECTRONICS (Computers, televisions, etc.). Include model and serial numbers. Etch your name on items.
2. NEVER CARRY IMPORTANT DOCUMENTS IN YOUR WALLET OR PURSE. Social Security cards and passports should be kept in a secure location.
3. MAKE PHOTOCOPIES OF ALL IMPORTANT DOCUMENTS.
4. NEVER LEAVE PURSES, WALLETS, LAPTOPS, BACKPACK, ETC. UNATTENDED.