

# Emergency Response

# Procedures Manual

for

Spelman College

December 1999

Table of Contents

Page Number

<b>FOREWORD</b>	i
<b>1. INTRODUCTION</b>	1
1.1. Purpose of Plan and Spelman College Policy	1
1.2. Abbreviations and Definitions	1
1.3. Responsibilities	2
1.4. Plan Distribution	6
1.5. Emergency Communication Procedure	6
1.5.1. Emergency Telephone Roster	7
1.5.2. Crisis Communication Procedure	7
<b>2. GENERAL PREVENTION POLICY</b>	8
2.1. Reporting Emergencies	8
2.2. Fire Prevention Policy	9
2.3. Inspections	9
2.4. Safety Committee	9
<b>3. GENERAL PREPAREDNESS POLICY</b>	9
3.1. Training	10
3.2. Drills and Exercises	10
3.3. Plan Audits/Reviews	10
3.4. Updating the Plan	10
<b>4. GENERAL RESPONSE POLICY</b>	11
4.1. Direction and Control of Emergency	11
4.2. Emergency Resource Team	11
4.3. Notification of Emergency Resource Personnel	12
4.4. Employee Evacuation and Accountability	12
4.5. Communication Systems for Responders	13
4.6. Resource Personnel Safety	13
4.7. Emergency Response Plans	13
4.7.1. Inclement Weather/Other	14
4.7.2. Fire and Explosions	15
4.7.3. Environmental Incidents - Chemical or Radiation Spills	20
4.7.4. Bomb Threat	27
4.7.4.1. Bomb Threat Response-Public Safety	27
4.7.4.2. Bomb Threat Response-Watch Commander	27
4.7.5. Hostage Situation(s)	28
4.7.6. Natural Hazards	29
4.7.7. Utility Failure	30
4.7.8. Medical Emergency	31
4.7.9. Psychological Crises	31
4.7.10. Serious Injury or Death of a Student	32
4.7.11. Serious Injury or Death of Faculty/Staff/Visitor/Contractor	33
4.7.12. Emergency Response Special Events	34
4.7.13. Campus Unrest/Demonstration	35
4.7.14. Policy on Workplace/ Personal Violence	36

Table of Contents

	Page Number
4.7.15. Rape or Attempted Rape	37
4.7.16. Assaults	37
4.7.17. Domestic Violence	37
4.7.18. Attempted Suicide	38
4.7.19. Missing Persons	38
4.7.20. Threats of Violence	38
4.7.21. Mental Health/Emotional Crisis	39
<b>4.8. Departmental Procedures</b>	<b>40</b>
4.8.1. Campus Residences	41
4.8.2. Residence Hall Health	41
4.8.3. Residence Hall Food Service	41
4.8.4. Evacuation	41
4.8.5. Campus Disaster	42
4.8.6. After Hours Urgent Care	43
4.8.7. General Emergency	44
4.8.8. Cafeteria Services	44
4.8.9. Physical Plant Emergency Call -In	45
4.8.10. Storms	45
4.8.11. Utility Outages	46
4.8.12. Power Outages	47
4.8.13. Fire	47
<b>5. RECOVERY</b>	<b>48</b>
5.1. Damage Assessment	48
5.2. Containment, Cleanup and Disposal	48
5.3. Restoration	49
5.4. Incident Documentation and Follow-up	49
<b>6. APPENDICES</b>	<b>50</b>
<b>6.1. PLANS</b>	<b>51</b>
<b>6.2. MAPS</b>	

**1. INTRODUCTION**

Although every emergency is different, it is important to establish some guidelines to handle any crisis.

**1.1. PURPOSE OF PLAN AND SPELMAN COLLEGE POLICY**

The College is committed to communicate with members of the College community in a timely and appropriate manner, to take necessary steps to ensure individuals' well-being on campus with support from counseling and Employee Assistance Program Services and to restore regular operations of effected constituencies, departments of the College to include the following:

- The health and lives of students
- The health and lives of faculty and staff
- College property and academic programs

**1.2. ABBREVIATIONS AND DEFINITIONS:**

- CPR - Cardiopulmonary Resuscitation
- EAP - Employee Assistance Program
- MSDS - Material Safety Data Sheets
- OSHA - Occupational Safety & Health Administration

1. Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College (e.g., illness and other personal events).
2. Major Emergency: Any incident, potential or actual, which affects an entire building or buildings, and which disrupts the overall operations of the campus.
3. Disaster: Any event that seriously impairs or halts the operations of the College. Casualties and severe property damage may be sustained.
4. Psychological Crisis: A psychological crisis exists when an individual threatens harm to himself/herself or to others, or is out of touch with reality as evidenced by hallucinations or uncontrollable behavior.

### 1.3. RESPONSIBILITIES

#### EMERGENCY DIRECTION AND COORDINATION

- All emergency operations will be directed by the President or her designate as listed below:
- The Emergency Coordinator (i.e., the Director of Public Safety) will coordinate all campus emergency operations.
- The Public Safety Watch Commander on Duty assumes operational control in an emergency until relieved.
  1. The Director of Public Safety is designated as Campus Emergency Director, and is responsible for the overall direction of campus emergency operations.
  2. Every administrator, dean and department head will have primary responsibility for emergency operations and may appoint a specific person as Unit Coordinator for each unit supervised. This person will have the following responsibilities prior to and during any emergency:
    - a. Emergency Preparedness
      - (i) Building evacuation information will be distributed to all employees with follow-up discussions, on-the-job training or explanation as required.
      - (ii) Time will be allowed for training employees in emergency techniques such as using fire extinguishers, first aid and administering Cardiopulmonary Resuscitation (CPR) and implementing building evacuation procedures.
    - b. Emergency Situations  
Coordinators will:
      - (i) inform all employees under their direction of the emergency situation.

- (ii) evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
  - (iii) maintain emergency telephone communication with other officials.
- 3. Faculty and staff supervisors' should/or will:
  - a. Educate their students and/or employees using the College's emergency and evacuation procedures.
  - b. Inform their students and/or staff of an emergency and initiate emergency procedures.
  - c. Evaluate and survey their assigned building facility or activity to determine the potential impact of fire or other disasters. Report all safety hazards to the safety specialist.
  - d. Work orders to reduce hazards and minimize accidents should be promptly reported to physical plant.
  - e. Inform faculty of impaired students so faculty can provide assistance in the event of an emergency.

## **THE EMERGENCY RESOURCE TEAM**

The Emergency Response Team includes the Executive Council, the Director of Public Safety, the Director of Physical Plant, the Chief of Police, the Director of Health Services, and the Director of Public Relations.

General responsibilities of the Emergency Response Team members are listed below:

### **1. EMERGENCY DIRECTOR:**

- a. President of Spelman College or designee directs the overall College Emergency Response.
- b. Works with the Public Safety Director and others in assessing the emergency and preparing the College's specific response.
- c. Declares the campus' state of emergency and ends it when appropriate.
- d. Notifies and conducts liaison activities with the College Administration, governmental agencies, Emergency Response Team and others as necessary.

**2. EMERGENCY COORDINATOR (Director of Public Safety/Chief of Police):**

- a. Coordinates the overall College Emergency Response.
- b. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
- c. Initiates immediate contact with the President and College Administration and begins assessing the College's condition.
- d. Notifies and utilizes police, Public Safety and if necessary, student aides to maintain safety and order,
- e. Notifies the members of the Emergency Response Team and advises them of the nature of the emergency.
- f. Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, county/state office of emergency services, etc.
- g. Insures that appropriate notification is made to off-campus staff when necessary.
- h. Performs other related duties as may be directed by virtue of the campus' emergency.
- i. In conjunction with the Safety Specialist prepares and submits a report to the President assessing the final outcome of the emergency.

**3. MEDICAL AID (Director of Health Services):**

- a. Assesses and triages all medical emergencies.
- b. Provides first-aid treatment as is appropriate based on the nature of the medical emergency
- c. Communicates with Emergency Medical Team Service (EMTS) as to the nature and extent of all medical injuries.
- d. Supervises all Emergency Medical Team Service (EMTS) and Paramedics in stabilizing patients for transport to the emergency room.
- e. Serves as the liaison between all hospital officials and the campus regarding the status of all injured/ill persons transported to the emergency room.
- f. Provides student health insurance information to the hospital as needed.

**4. DAMAGE CONTROL (Director of Physical Plant):**

- a. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- b. Provides vehicles, equipment and operators or movement of personnel and supplies and assigns vehicles as required to the Emergency Response Team for emergency use.
- c. Obtains the assistance of utility companies as required for emergency operations.
- d. Furnishes emergency power and lighting systems as required.
- e. Surveys habitable space and relocates essential services and functions.
- f. Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- g. Provides for storage of vital records at an alternate site and coordinates with liaison and necessary support for building and area coordinators.

**5. CAMPUS PUBLIC SAFETY AND COMMUNICATIONS (Chief of Police):**

- a. Maintains the Public Safety control office in a state of constant readiness.
- b. Notifies College administrators of major emergencies.
- c. Monitors campus emergency warning and evacuation systems.
- d. Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
- e. Obtains assistance from the City, County and Federal Government for radiological monitoring and medical aid as required.
- f. Provides traffic control, perimeter and internal security patrols and fire prevention services as needed.
- g. Provides and equips an alternate site for the Emergency Command Post.
- h. Maintains liaison for telecommunications support as necessary.

**6. PUBLIC INFORMATION (Director of Public Relations):**

- a. Establishes liaison with the news media for dissemination of information as requested by the President.
- b. Establishes liaison with local radio and TV services for public announcements.
- c. Arranges for photographic and audiovisual services.
- d. Advises the President or designee of all news concerning disaster affecting the campus.

**1.4. DISTRIBUTION OF THE SPELMAN COLLEGE EMERGENCY RESPONSE PLAN**

The Emergency Plan shall be distributed to the following Individuals as they are essential to the implementation of the plan.

**HEADS OF DIVISION**

Academic Affairs Division

Business and Financial Affairs Division

Institutional Advancement

Student Affairs Division

The President's Office

Department Heads and Unit Supervisors

**1.5. SPELMAN COLLEGE EMERGENCY COMMUNICATION SYSTEM**

The telephone system is the primary means of emergency notification at Spelman College. It immediately transmits specific information regarding an emergency to all affected areas of campus.

**PUBLIC SAFETY OFFICER ON DUTY:**

The Public Safety Department is the focal point for two-way transmission of official emergency telephone communication to College administrators. Each College administrator, upon receiving notification of a campus emergency, is to pass the same information along to those offices under his/her direction.

When necessary, the officer on duty will notify the **Director of Physical Plant** of any campus emergency and will initiate the notification system by calling the appropriate College administrators:

- **President**
- **The Provost**
- **The Vice President for Business Affairs**
- **The Vice President for Student Affairs**
- **The Director of Public Relations**

**NOTE:** In the absence of standard telephone services, emergency notification may be switched to cellular phones or radio, or Public Safety may provide runners based on available personnel.

#### **1.5.1. EMERGENCY TELEPHONE ROSTER**

The Dispatcher of The Spelman College Police shall have access at all times to emergency telephone numbers for all key personnel.

#### **1.5.2. CRISIS COMMUNICATION PROCEDURE:**

The person who determines that a crisis exists should inform his/her supervisor or the appropriate Vice-President who will contact the Director of Public Relations, who will assess the available information and respond accordingly.

All persons with knowledge of the situation shall refrain from discussing it with anyone, especially the news media unless requested to do so by the President or designee. Adhering to this policy allows us to speak with one clear voice and provide information to the campus community on a timely basis.

## 2. GENERAL PREVENTION POLICY

It shall be the policy of the College to strive for an aggressive and proactive approach to all safety concerns, which will include but will not be limited to accident investigation, training and inspection activities.

### 2.1. SITUATION: Reporting Emergencies

#### IMMEDIATE ACTION:

1. Call Spelman Public Safety at **404-525-6401** or **404-223-7660**.
2. Calmly explain the problem and identify your location when Public Safety dispatcher answers,

#### WHAT TO EXPECT FROM THE PUBLIC SAFETY DISPATCHER

**"Spelman Department of Public Safety"**

**"Is This an Emergency?"**

**"How Can I Help You?"**

#### **5 Basic Questions**

**Who?**

**What ?**

**Where?**

**Why ?**

**When and How ?**

The order of the questions will be determined by the type of incident in progress.

The purpose of the questions is to get all information possible so that appropriate and adequate aid can be sent.

Depending on the assessment of the situation, the caller may be advised to take immediate action to avoid injury or minimize property damage. Additional questions may be asked to get more information.

3. Stay on the line, **Do Not Hang-Up** until you are told to do so by the dispatcher.

## **2.2. FIRE PREVENTION POLICY**

It shall be the policy of the college to develop systems to eliminate or reduce potential fire hazards throughout the campus. The fire prevention program is designed to protect students, personnel, visitors, and property from fire and combustible products. All items related to fire/life safety shall be in compliance with the

- Life Safety Code NFPA 101
- City of Atlanta Buildings and Fire Code
- Other relevant local, state and federal regulations and duly authorized variances.

## **2.3. INSPECTIONS**

Safety inspections are conducted on a monthly basis at Spelman College, in addition to scheduled maintenance checks to detect problems in the facility. Supervisors are expected to immediately report any hazards in their workspace.

## **2.4. SAFETY COMMITTEE**

The Spelman College safety committee is charged with the responsibility of facilitating a high degree of safety awareness on campus and assessing effectiveness of safety policies. Accidents are reviewed to determine what can be done to prevent similar incidents.

## **3. GENERAL PREPAREDNESS POLICY**

It shall be the policy of the College to anticipate emergency situations, and each work unit and facility have current emergency response procedures in place that shall effectively protect life and property and ensure the institution's ability to function under all circumstances. Division and Department Heads shall have primary responsibility for implementing this policy.

### **3.1. TRAINING**

A formal training program shall be maintained that will ensure all employees, and students are aware of the College's emergency procedures. The design and oversight of this program shall be the joint responsibility of the Human Resources and Public Safety Departments. Every Division and Department Head is charged with ensuring that the individuals they supervise participate in all prescribed safety training.

New employees are trained in emergency procedures at Spelman during the Human Resources Orientation and through on going departmental in-service. All departments shall formulate appropriate in-service training to enable its employees to respond to the range of emergencies they are most likely to encounter.

### **3.2. DRILLS AND EXERCISES**

Unannounced Fire and Disaster Drills are conducted from time to time to assess the staff's response. The response during a drill is expected to reflect what would occur during the initial crucial minutes of a fire condition. The sounding of the fire alarm bells is to be treated as an emergency requiring evacuation. A minimum of two drills will be conducted per year. Except for extenuating circumstances, pre-warning of a drill is generally not given so that staff response can be accurately assessed. Everyone is expected to participate in all drills.

### **3.3. PLAN AUDITS/REVIEWS**

Critique of Response and Follow-Up

The post-emergency actions shall include but are not limited to

- a written report of MAJOR emergencies from the Public Safety Department describing the cause and course of events and findings of a complete investigation; and
- the reporting of all emergencies to the Safety Committee for review, discussion and critique and further follow-up as necessary

### **3.4. THIS EMERGENCY PLAN SHALL BE UPDATED ANNUALLY**

#### **4.0. GENERAL RESPONSE POLICY**

All students, staff and faculty are to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building. All personnel are to follow the directions of the designated emergency coordinator. This individual will be identified by an incident command vest.

#### **4.1. DIRECTION AND CONTROL OF EMERGENCY**

All emergency operations shall be directed by the President or designee. The Director of Public Safety shall coordinate all on-campus emergency functions. The Public Safety Watch Commander on Duty shall assume operational control in an emergency until relieved.

#### **4.2. CAMPUS EMERGENCY RESPONSE TEAM:**

This team consists of the Executive Council as well as key personnel within designated areas. In addition to establishing an Emergency Command Post as necessary, Public Safety immediately shall contact all necessary members of the Campus Emergency Response Team, which consists of the following personnel:

Emergency Director: President of Spelman College or designee

Emergency Coordinator: Director of Public Safety

Damage Control: Director of Physical Plant

Campus Public Safety: Public Safety Officers and all Public Safety Resources

Public Information: Director of Public Relations

Medical Aid: Director of Health Services

Americans with Disabilities Act: Director of Disability Services

Environmental Health and Compliance: Safety Specialist

Student Affairs: Vice-President for Student Affairs or Dean of Students

As necessary team members may coordinate with the Director of Public Safety to implement and coordinate the campus operation plan as it pertains to their areas.

Team members are to constantly communicate with the Emergency Command Post. All other departments shall stand by in case additional personnel are needed.

**It is recommended that the Emergency Response Team meet annually for exercises and drills.**

#### 4.3. NOTIFICATION OF EMERGENCY RESPONSE PERSONNEL

A list of all emergency resource personnel, alternates and their 24-hour contact telephone numbers shall be maintained and kept current by the Public Safety Department.

#### 4.4. EMPLOYEE EVACUATION AND ACCOUNTABILITY

In the event that a building evacuation is required, all members of the Spelman community are to assemble at the location assigned to their buildings to facilitate a count. The locations are listed below:

### PRIMARY EVACUATION ASSEMBLY POINTS SPELMAN COLLEGE

#### BUILDING

Abby Hall  
Bessie Strong  
Cosby Academic Center  
Fine Arts Building  
Giles Hall  
Howard Harrel  
Laura Spelman  
LLCI  
LLCII  
MacVicar Hall (HSCD)  
Manley Center  
Manley Hall  
McAlpin Hall  
Morehouse James Hall  
Packard Hall  
Read Hall  
Reynolds Cottage  
Rockefeller Hall  
Rockefeller Building  
Sisters Chapel  
SRI  
Tapley Hall  
Tapley Annex  
Trevor Arnett Building  
Upton Hall

#### ASSEMBLY AREAS

Flag pole area off the street  
Lawn south of the Building  
Fine Arts Parking lot  
Fine Arts Parking lot  
Flag pole area off the street  
Manley Center Courtyard  
Flag pole area off the street  
LLCII (Not LLCI) Parking lot  
LLCII Parking lot  
LLCI Parking lot  
LLCI Parking lot  
Manley Center Courtyard  
Manley Center Courtyard  
Flag pole area off the street  
Flag pole area off the street  
West of Sisters Chapel  
Flag pole area off the street  
Flag pole area off the street  
Flag pole area off the street  
Flag pole area off the street  
AUC Shuttle Parking Area  
Flag pole area off the street  
Flag pole area off the street  
CAU Quadrangle  
Manley Center Courtyard

#### **4.5. COMMUNICATION SYSTEMS FOR RESPONDERS**

The Spelman College Police have an adequate supply of radios, which can be distributed to key personnel as required. This determination will be made by the Emergency Director or Designee.

#### **4.6. RESPONSE PERSONNEL SAFETY**

All Emergency Response Personnel are expected to follow the standard operating procedures developed by the institution. Employees witnessing chemical spills or emergencies must never clean up a chemical spill, put out a fire, or administer medical assistance, if they

- Are not familiar with emergency or spill control protocol
- Do not know what chemicals are involved or the potential hazards
- Do not have the proper protection
- Do not think they can dispose of it properly

#### 4.7. EMERGENCY RESPONSE PLANS

These plans are intended for use by employees of **Spelman College Students, Visitors and Contractors** .

**ALL EMERGENCIES SHOULD BE REPORTED PROMPTLY TO THE PUBLIC SAFETY DEPARTMENT AT 404- 525-6401 OR EXT. 5337.**

##### 4.7.1. SITUATION: AUC Emergency Campus Closing - Inclement Weather/Other

###### IMMEDIATE ACTION:

1. The Spelman College Public Safety Watch/Shift Commander on duty advises the AUC , Inc., Executive Director, Dr. S. Jolly {home: 404-270-6116}; {office: 404-270-6117} or in his absence the AUC, Inc., Director of Business Affairs, Greg Copeland {home: 404-664-3383}; {office: 404-998-2102} about campus conditions.
2. If unable to reach these persons, The Spelman College Vice-President for Business and Financial Affairs or the Provost will be contacted.
3. The decision to close will be made by the AUC Council of Presidents and announced to the following Atlanta stations:

###### TV

**WSB-TV, Channel 2**

**WXIA-Alive, Channel 11**

**WAGA TV FOX 5**

###### RADIO

**WSB, 750 AM**

**WALR, 104.7 FM**

**WVEE, 103.3 FM**

**WCLK , 91.9 FM**

Please check the public media and do not tie up the public safety phones trying to contact the College.

**In a Spelman College Specific Situation:**

**Call the Spelman College Information Exchange System at (404) 223-1477 or (404) 223-1478.**

#### 4.7.2. SITUATION: FIRE/EXPLOSIONS

##### IMMEDIATE ACTION

##### IF Feasible

1. **RESCUE** anyone in the immediate area and Remove yourself from the area
2. **ACTIVATE** the closest fire alarm pull station and place a call to the Public Safety Department from a safe location
3. **CONFINE** the area by closing doors as you leave
4. **EXTINGUISH** the fire if you can and/ or **Evacuate**

**NOTE:** All building occupants are to assemble at the designated assembly area immediately after leaving the building.

##### EMERGENCY NUMBERS

404-525-6401 or

CARDIAC ARREST	EXT 5337 -Public Safety campus extension
PUBLIC SAFETY	EXT 5337 -Public Safety campus extension
POISON CONTROL	404-616-9000

##### FIRE SPECIFIC ACTION

##### RESCUE

If you or someone catch fire

**STOP! DROP! AND ROLL! DO NOT RUN!!**

## ALARM

To send the alarm:

- **WARN** other staff of **What** is happening. **DO NOT** shout "**FIRE!**"
- Pull the nearest Fire Alarm. Fire alarms are located near Fire Exit Doors. Know where your nearest fire alarm is.
- Call **PUBLIC SAFETY extension 5337** to provide information or ask for additional assistance.

## CONTAIN

**Close all doors in the alarm area**

## EXTINGUISH/EVACUATE

### EXTINGUISH:

*Extinguish small fires with a fire extinguisher.*

***DO NOT USE ELEVATORS.***

**To use a fire extinguisher remember to**

**PULL THE PIN  
AIM AT THE BASE OF THE FLAMES/SMOKE  
SQUEEZE THE HANDLE  
SWEEP SIDE TO SIDE**

## EVACUATE

### HORIZONTAL

- Move across the floor to the opposite side away from the fire and smoke.
- Move to a protected area (with a door).
- The heavier the smoke the lower to the floor you should be.

### VERTICAL

- Down the stairway - never up

## **SITUATION: RESPONSIBILITIES DURING A FIRE EMERGENCY ALERT**

### **IMMEDIATE ACTION**

Any person who sees fire or smoke or smells the odor of burning material or is otherwise convinced there is a fire somewhere must pull the fire alarm. If you believe there is a fire you should pull the nearest fire alarm. Permission or approval is not necessary. The fire alarm must be pulled before any other action is taken unless there is a person in immediate danger. In that case, rescue the person before pulling the alarm.

### **TELEPHONE WARNING**

**All fire alarms must be reported immediately to the Public Safety Department. The dispatcher will then**

1. Dispatch an officer to verify fire
2. Call 911, the Fire Department
3. Notify the following personnel that a fire emergency exists: Physical Plant and the Safety Specialist
4. Log all information in the Telecommunications Log, including the time the alarm was received, the location of the alarm, the time the Fire Department was notified, and who on Staff was notified. All other relevant information may be included.
5. Record the time of the "All clear." Sign the entry with your initials and operator identification number.

**SAFETY SPECIALIST (or Designated Alternate)** will check records for the presence of hazardous materials and any additional information that may be useful to the Fire Department.

### **SPELMAN POLICE**

- All normal radio transmissions over the security radio are to cease and lines will be kept open for emergency transmissions only.
- Officers are to be on alert for any unauthorized removal of property during a fire emergency.
- Officers at the scene of the fire must maintain order in the vicinity by holding back unnecessary personnel by directing extraneous personnel not involved in fire emergency activity out of the area and by keeping all persons out of areas of heavy smoke.

**SPELMAN POLICE** - [continued]

- A report containing the following information will be submitted:
  - a. Discovery of time of fire
  - b. Location of fire
  - c. Identity of Engine Company, Battalion and/or Ladder Company responding
  - d. Name of the Chief Officer in charge
  - e. Identification of injured persons
  - f. Probable cause of fire

A copy of this report is forwarded to the Safety Specialist.

**SITUATION: SEVERE FIRE EMERGENCY**

**IMMEDIATE ACTION:**

Any life threatening situation, potential or real, justifies at least a partial evacuation from the affected areas. The most common situation involves a smoke condition. Exposure to fire/smoke should be avoided at all times regardless of the amount of smoke. On the first sign of smoke, a partial evacuation away from the source should begin immediately.

### 4.7.3. Emergency Response to Laboratory/Environmental Incidents

#### SITUATION: CHEMICAL/RADIATION SPILL

#### IMMEDIATE ACTION:

1. A spill of hazardous materials should be reported at once to the Public Safety Department. The report should identify the material by chemical name or CAS #, the exact location of the spill, and if there are injuries.
2. The Principal Investigator, Lab Manager or Faculty Member shall evacuate the area, contain the spill, and if feasible, clean up immediately.
3. Everyone should proceed to the assembly area for a headcount.
4. The Public Safety Department will contact the Emergency Services, or a Spill Response Crew, and if possible locate a copy of the Material Safety Data Sheet.
5. Do not occupy the building without the permission of the Emergency Director or designee.

## **SITUATION: HAZARDOUS MATERIALS EMERGENCY RESPONSE**

### **A. PRE-EMERGENCY PLANNING**

Train employees handling hazardous materials BEFORE the emergency incident occurs.

Include procedures important in the prevention of emergencies through safe work practices.

### **B. CHEMICAL EMERGENCY RECOGNITION, NOTIFICATION AND COMMUNICATION**

Department Supervisors shall be knowledgeable of how to initiate an emergency response sequence by notifying proper authorities of an environmental emergency.

Hazardous chemical emergencies are initially recognized by

- the size or volume of the spill/leak
- the physical state of the substance (liquid or gas)

**This information must be communicated immediately.**

**NOTE: THIS INFORMATION MUST BE AS ACCURATE AS POSSIBLE**

**NOTE: ADDITIONAL INFORMATION (When Available):**

The extent of the emergency:

- Injuries?
- Room numbers?
- Areas affected?

A set of the Material Safety Data Sheet(s) is located in Public Safety Management Team Office.

- The identity of the substance or its components
- Any known hazards associates with the substance

**SITUATION: WHEN A CHEMICAL EMERGENCY IS RECOGNIZED**

**IMMEDIATE ACTION:**

Call Public Safety and the Faculty member in charge (if not known contact the Department Chair).

**Never** call custodial staff to clean up until after the initial clean up and decontamination; they do not have appropriate training or equipment.

**LIQUIDS**

**MINOR SPILLS (LESS THAN ONE GALLON)**

- Any chemical spill of one gallon or less must be reported to the Safety Specialist. If however, the personnel using the material has been trained and have the proper equipment they may proceed to contain and clean up the material pending the arrival of the response team.
- In cases of highly toxic materials, the Supervisor and the Safety Specialist shall be paged for a response to the location.

### **MEDIUM SPILLS (MORE THAN ONE GALLON)**

- Any **non-flammable** chemical spill of more than one gallon but less than 5 gallons must be reported to the Principal Investigator/Supervisor and the Safety Specialist.
- Any **flammable** liquid spill of more than one gallon shall be reported to the Supervisor and the Safety Specialist.

### **MAJOR SPILLS (MORE THAN FIVE GALLONS)**

- Any spill of more than five gallons of chemical fluid shall require the above notification. Follow the **R**escue, **A**larm, **C**onfine, **E**xtinguish [**R.A.C.E.**] Response Procedures
- The Supervisor or the Safety Specialist shall notify the Director of Public Safety and determine the need for an emergency hazardous materials response.

### **GASES**

#### **(FLAMMABLE GAS LEAKS)**

- Follow the **R**escue, **A**larm, **C**onfine, **E**xtinguish [**R.A.C.E.**] Response Procedure
- Notify Public Safety

#### **(NON FLAMMABLE GAS LEAKS)**

- Follow the **R**escue, **A**larm, **C**onfine, **E**xtinguish [**R.A.C.E.**] use the above notifications
- The Fire Alarm system shall serve as the employee emergency alerting system

**THE NEAREST FIRE ALARM MUST BE PULLED IN ANY MAJOR CHEMICAL EMERGENCY**

## **CHEMICAL EMERGENCY RESPONSE**

Emergency personnel roles, lines of authority and standard operating procedures parallel those found in the Fire Emergency guide and the Emergency Response guidelines.

Described below are emergency safety equipment and materials required in every laboratory; guidelines for responding to chemical spills, fires, medical emergencies; procedural and educational steps to ensure that laboratories and laboratory personnel are prepared for chemical spills and emergencies.

### **A. THE EMERGENCY PREPARATION RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATORS and LABORATORY SUPERVISORS**

#### **1. Operating Procedures for Responding to Spills, Fires, and Medical Emergencies**

Principal investigators of research and designated department personnel of academic programs are required to develop written operating procedures for responding to emergencies involving extremely hazardous chemicals they currently or intend to work with. The Safety Committee will review these procedures with appropriate College departments such as public safety, physical plant, and administration.

#### **2. Building Evacuation Procedures**

The Natural Science Division and the Safety Specialist will formally establish emergency protocols for evacuating laboratory facilities in the event of a fire, chemical release, or other emergency, if they have not already done so. Existing protocol will be periodically reviewed and updated by the Chemical Hygiene Committee. The written evacuation protocol will be checked specifically for proper coordination among principal investigator's laboratories, department laboratories, teaching labs, the Safety Specialist, Public Safety, Physical Plant, and other relevant Offices.

#### **3. Establishing Outside Technical Assistance and Response Capability**

The Natural Science Division and Safety Specialist must establish off-site resources to be called upon to perform functions beyond the ability, scope or permitted actions of this institution's staff. Emergency resources have been established for the following events: fires, medical emergencies, large chemical spills (greater than 5 gallons), extremely toxic chemical spills that cannot be handled by laboratory employees, and toxic chemical releases (compressed gases, cryogenics).

## **CHEMICAL EMERGENCY RESPONSE - [continued]**

### **4. Development of On-site Emergency Response Capability**

The Chemical Hygiene Committee members should develop the capacity to efficiently and quickly respond to first reports of laboratory emergencies and provide assistance and guidance in selecting a course of action. Each will be familiar with the named contacts and their telephone numbers. Furthermore they acknowledge capabilities and limitations of this institution to respond to problems. Committee members will feel free to call upon each other for advice in anticipation of a problem during or following an incident.

### **5. Review (and Investigation) of Incidents**

In addition to the already established authorities such as departmental committees, the Safety Specialist will review all incident reports with the express aim of understanding factors that contributed to its occurrence in order to help prevent future occurrences. Recommendations for improvements will be presented and discussed at Chemical Hygiene Committee meetings and with appropriate department personnel.

### **6. Completion of Laboratory Safety Equipment Checklists**

Each laboratory (in consultation with the department and the Safety Specialist) will develop a checklist indicating the number and types of safety and spill-control equipment required to protect employees in that lab during spill cleanup, fire, or evacuation procedures. This list must be kept current and updated after each incident.

## **B. EMERGENCY EQUIPMENT AND FACILITIES REQUIRED IN EVERY LAB**

It is a department's responsibility to identify and purchase spill-control and personal protective equipment for employees working in laboratories.

It is the responsibility of laboratory supervisors, principal investigators, and others to ensure that personnel working in their labs are informed about the location of emergency equipment and are aware of the necessity to alert department heads about the lack of necessary safety equipment and/or facilities in their laboratory.

## **FUNCTIONS OF RESPONSE STAFF ARE**

### **EVACUATION**

- Evacuation procedures are the same as in any FIRE EMERGENCY and are described in the Fire Emergency Section with the following exception:
- Chemical vapors (and any attending odor) shall be treated the same as a smoke condition.

### **DECONTAMINATION**

- The supervisor at the affected location is responsible for ensuring that the area is completely free of the chemical material before work is resumed in that location.

### **INJURIES AND REACTIONS TO CHEMICAL EXPOSURE**

- Any student, visitor or employee directly exposed to a chemical as a result of a spill or leak will be offered the same options as in any employee accident.
- The appropriate Material Safety Data Sheet of the offending substance(s) must accompany employee(s) reporting to the Health Service or Emergency Room.

### **NOXIOUS ENVIRONMENTAL ODORS FROM AN UNKNOWN SOURCE**

Upon the recognition of a noxious environmental odor where the source nor identification cannot be determined by area personnel, the area supervisor/manager shall

- After confirmation of the continued presence of the odor, the Supervisor shall take appropriate actions which include but are not limited to:
  - a. all procedures described in this policy; and
  - b. consultation with the Physical Plant Department as necessary.

#### 4.7.4. SITUATION: BOMB THREAT (GENERAL)

##### IMMEDIATE ACTION:

1. Remain Calm
2. Obtain as much information as possible.
3. Then notify your supervisor and Public Safety at campus extension 5337 or 404-525-6401.
4. Follow Public Safety directions.
5. Report to assembly area until a headcount is taken.

##### 4.7.4.1. BOMB THREAT RESPONSE (PUBLIC SAFETY)

1. Officer dispatched to the scene will gather information from the person who received the call.
2. A search for unusual items will be conducted in the building and the area around it.  
  
***Do not*** open drawers or cabinets.  
***Do not*** activate radio until you are a safe distance away.  
***Do not*** touch the object.
3. The officer on the scene will announce evacuation if instructed by the Senior Public Safety Official on duty.
4. Occupants should be directed to a safe area at least 500 feet from the building. An officer should be posted to keep the crowd away and prevent re-entry.

##### 4.7.4.2. BOMB THREAT RESPONSE (WATCH COMMANDER/ADMINISTRATION)

1. After personnel is dispatched for search, contact  
  
Atlanta Police Department  
Provost  
Vice President Student Affairs  
Vice President Business Affairs  
Director of Public Relations
2. Consultation with the persons above will determine when/if an evacuation should be ordered.

#### 4.7.5. SITUATION: HOSTAGE SITUATION (GENERAL)

##### IMMEDIATE ACTION

1. Keep calm and ***Follow Directions!!***
2. ***Do not!*** speak unless spoken to  
  
***Do*** maintain direct eye contact (but do not stare)  
  
***Do not*** volunteer information
3. Be patient; time is on your side. Expert help will be contacted.
4. Be observant; you may be released or escape. The personal safety of others may depend on your memory.

##### HOSTAGE SITUATION (PUBLIC SAFETY)

1. Isolate the area; keep onlookers away
2. Contact  
  
Atlanta Police Department  
GBI  
FBI  
President  
Vice-Presidents of Student and Business Affairs  
Provost  
Director of Public Relations  
Director of Physical Plant  
Residential Life Director
3. Locate Map and Floor Plan of affected Building
4. Wait on arrival of Specialized Help (e.g. SWAT Teams and Hostage Negotiators).

#### 4.7.6. SITUATION: TORNADO

**A. Tornadoes** occur mainly between February - August with a peak in April. A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is generated by a thunderstorm (or sometimes as a result of a hurricane) and has the following characteristics:

- Thunder, lightning, heavy rains and strong winds
- Dark-clouded skies
- Roaring noise
- A spinning funnel from the sky to earth

**B. Warning levels** - (Whenever there is severe weather in the area, keep the radio or television on for emergency warnings.)

- A **Watch** means a tornado is possible, conditions exist for a tornado in a certain area during a specific time period.
- A **Warning** means a tornado has been sighted and may be headed your way. Seek shelter immediately.

#### IMMEDIATE ACTION:

- Seek shelter in the basement. If a basement is not available, the next best protection from a tornado is an interior room at the lowest level of a building: a hallway, bathroom, or closet. Stay away from windows.
- Crouch on the floor by drawing your knees to your chest; cover the back of your head with your hands.
- Do not stay in a vehicle; get out and lie in a ditch.

#### PROVISIONAL PLAN:

**Prepare an emergency supplies kit which includes the following items:**

- A battery powered weather radio - National Oceanic and Atmospheric Administration approved (NOAA)
- First Aid items
- Flashlight and extra batteries
- Lanterns and matches
- Fire extinguisher
- Water

#### **4.7.7. SITUATION: UTILITY/EQUIPMENT FAILURE**

1. In the event a major utility failure occurs during regular working hours (7:00 a.m. - 4:00 p.m., Monday through Friday), immediately notify Physical Plant at campus extension 5440).
2. If there is a potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Spelman Public Safety at campus extension 5337 or 404-525-6401).
3. If an emergency exists, activate the building alarm. Caution: The building alarm rings only in some buildings; you must also report the emergency by phone.
4. All building evacuations will occur when an alarm sounds continuously and/or when there is an emergency.
5. ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING.
6. Once outside, move to a clear area at least 500 feet away from the affected building. Keep the walkways, fire lanes and hydrants clear for emergency crews.
7. Do not return to an evacuated building unless told to do so by Public Safety.

**NOTE:** Always observe **Steps "1 " and "2 "** above whenever the following utility emergencies arise.

#### **Electrical/Light Failure**

It is advisable to have a flashlight and portable radios available for emergencies.

#### **Elevator Failure:**

If you are trapped in the elevator, remain calm and use the emergency phone to notify Spelman Public Safety. If the elevator does not have an emergency phone turn on the emergency alarm (located on the front panel) which will signal for help. If stuck between floors and the doors open, do not attempt to get out if it will take more than a step down ( i.e., four (4) inches).

#### **Plumbing Failure/Flooding:**

Cease using all electrical equipment. Call Public Safety at campus extension 7660. If necessary, vacate the area.

**Serious Gas Leak:**

- Cease all operations. **DO NOT SWITCH** on lights or any electrical equipment. Remember electrical arcing can trigger an explosion. Call Public Safety at campus extension 5337.
- Steam Line Failure/Ventilation Problem: Immediately notify Physical Plant at campus extension 5440.

**4.7.8. SITUATION: MEDICAL EMERGENCY**

**IMMEDIATE ACTION:**

**DO NOT CALL 911**

1. Inform Public Safety that a medical emergency exists
2. Request help from any first aid trained employees in the immediate area. If the patient can be transported without assistance, take the patient to the side entrance of MacVicar Hall.
3. Assist/Comfort the injured party to the extent possible while waiting for trained medical help.

**WARNING:** Avoid any contact with blood or body fluids. Do not move victim unless his/her life is threatened.

**For students, also refer to Health Services Procedures in the Departmental Section**

**4.7.9. SITUATION: PSYCHOLOGICAL CRISES**

**IMMEDIATE ACTION:**

**During Normal Working Hours:**

1. Never try to handle a situation you consider dangerous on your own. Contact the Counseling Department at 404-270-5293.
2. Inform Public Safety that a problem exists and you need immediate assistance.
3. Try to maintain a safe environment for persons who could harm themselves or others.
4. Do not leave the persons alone.

**4.7.9. SITUATION: PSYCHOLOGICAL CRISES -(continued)**

**After 5:00 p.m.:**

1. All emergency calls should be directed to Public Safety between 5:00 p.m. and 9:00 a.m.
2. Public Safety will page the Counselor on-call or call 911 if necessary.
3. Do not leave the person alone.

**4.7.10. SITUATION: SERIOUS INJURY OR DEATH OF STUDENT**

**IMMEDIATE ACTION:**

1. Write down who is giving you the information and where the person can be reached.
2. Take specific notes:  
  
What happened  
  
Where it happened  
  
Who was involved  
  
When it happened  
  
Attempt to verify information; notify immediate supervisor if possible.
3. If not, contact Public Safety at campus extension 5337.

**DO NOT CONTACT FAMILY OR INFORM ANYONE ELSE**

4. It shall be the responsibility of an Executive Council member/designee to coordinate the College's response and all notifications. The senior staff member in charge should make certain that the following are notified:
  - Dean of Students campus extension 5696
  - Chief of Spelman Police campus extension 5337
  - Director of Health Services campus extension 5258
  - Dean of the Chapel campus extension 5728
  - Director of Counseling Services campus extension 5288
  - Vice President for Student Affairs campus extension 5131
  - Director of Public Relations campus extension 5060

**4.7.10. SITUATION: SERIOUS INJURY OR DEATH OF STUDENT (continued)**

5. Dean of Students will mobilize groups as needed to increase security, provide programming, disseminate information, assist students, and provide counseling.
6. The Dean of Students will
  - a. Send a letter of sympathy to next-of-kin.
  - b. Initiate the processing of residence student's belongings and payments and close records.
  - c. Confer with Dean of the Chapel regarding bereavement plans.

**4.7.11. SITUATION: FACULTY/STAFF/CONTRACTOR/VISITOR SERIOUS INJURY OR DEATH**

**IMMEDIATE ACTION:**

1. Write down who is giving you the information and where the person can be reached.
2. **Take specific notes:**

**What happened**  
**Where it happened**  
**Who was involved**  
**When it happened**

This information is often inaccurate and incomplete. Attempt to verify information.

3. **CALL THE CHIEF OF PUBLIC SAFETY** at campus extension 5337

Brief the following:

President and Provost  
Director of Human Resources  
Director of Public Relations  
College Minister and the Director of Counseling Services

4. It shall be the responsibility of an Executive Council member/designate to coordinate the College's response and all notifications.

#### 4.7.12. SITUATION: EMERGENCY RESPONSE FOR SPECIAL EVENTS

##### IMMEDIATE ACTION:

- STEP I. Event Coordinator is notified and arrives on the scene
- STEP II. Event Coordinator notifies the Chief of Public Safety
- STEP III. Chief of Public Safety and Event Coordinator make an announcement regarding the event (e.g., the event is canceled and to clear the area, the event is moved to another venue).
- STEP IV. The Event Staff and Public Safety Officers
1. Directs the crowd to immediate exits
  2. Observes any and all physical behavior (i.e., cussing, yelling, etc.)
  3. Secures buildings/doors/windows
  4. Watches for damage to buildings or property
  5. Signals any major behavior that may require an arrest/back up
  6. Directs crowd members with uncontrollable behavior to the Holding Area
- STEP V. Notify the Vice President for Student Affairs and Director of Public Relations.
- STEP VI. Process incident reports or relevant paperwork.

**NOTE:** **Entertainment/Athletic Events** should have at least 10 professional staff members to assist with any problems related to the event. Public Safety Personnel should be available and have a list of the event's staff.

## PROVISIONAL PLAN FOR EVENTS

1. All staff should wear same clothing to be easily identified as authority
2. All staff should have or carry the following items:
  - Hand held radios or cellular phones
  - Flashlights
  - Reflective Vests
  - Whistles
  - Nametags
3. There should be a Holding Area for crowd members who are demonstrating out of control behavior
4. Event staff's should have a place to meet to discuss problems/pick up equipment.

### 4.7.13. SITUATION: CAMPUS UNREST/DEMONSTRATION

#### IMMEDIATE ACTION:

1. Any member of the Spelman community who observes a situation where a group of individuals are expressing anger, discontentment and urging riot or revolt should immediately report that observation to Public Safety.
2. Public Safety will immediately investigate all reports of campus unrest.
3. Should a disruptive condition exist, Public Safety shall advise the President and or appropriate Vice-Presidents who shall direct and coordinate the College's response to the incident.

#### **4.7.14. POLICY ON WORKPLACE/ PERSONAL VIOLENCE**

Spelman College will not tolerate violence or threats of violence in the workplace. The College considers such conduct dangerous and will take disciplinary action, up to and including termination, against those who engage in it. In addition, criminal charges may be brought when appropriate.

Prohibited conduct includes but is not limited to, threatening remarks, gestures and actions: striking or gesturing as if to strike another- kicking, shoving, or bumping into another; shouting at or intimidating another; threatening violence; or brandishing a gun or other weapon.

Employees shall not have any weapon in their possession while at work. This policy includes, but is not limited to, guns, knives, explosives and other items typically used to harm others.

It is everyone's business to prevent violence in the workplace. You can help by reporting possible violations of this policy to your supervisor or to Human Resources. All reports will be investigated and appropriate disciplinary action taken. Information will not be disclosed to others except as needed in order to effectuate a solution to the problem.

**4.7.15. SITUATION: Rape or Attempted Rape**

**IMMEDIATE ACTION:**

1. Call Public Safety campus extension 5337
2. Get Medical Assistance - Hospital/Rape Crisis Center
3. In the case of a student, Public Safety shall inform Counseling Department and the Vice-President for Student Affairs
4. Public Safety/Counseling Department shall arrange for student support at any college disciplinary or court hearings involving the perpetrator

**4.7.16. SITUATION: Assaults (Simple or Aggravated)**

**IMMEDIATE ACTION:**

1. File a report with Public Safety if the incident occurred in the Atlanta University Center.
2. Public Safety shall inform the
  - Residential Life Director
  - Counseling Department
  - Health Services Department
  - Vice President for Student Affairs
  - Human Resources Director if assault involves a faculty or staff member.
3. Public Safety shall arrange college representation for student(s) at any campus or off-campus disciplinary court hearings.

**4.7.17. SITUATION: Domestic Violence**

**IMMEDIATE ACTION:**

1. File a report with Public Safety.
2. Individuals should contact Atlanta police if off campus, and have a restraining order issued. Faculty and Staff should also contact Human Resources and Employee Assistance Program (EAP).

**4.7.18. SITUATION: Attempted Suicide**

**IMMEDIATE ACTION:**

1. Contact Public Safety at campus extension 5337 or 404-525-6401.
2. In the case of students, Public Safety shall contact Emergency Medical Team Service and the Counseling Department who will then contact the student's family and relevant college officials.
3. For faculty/staff Public Safety shall contact Emergency Medical Team Service and the Director of Human Resources.

**4.7.19. SITUATION: Missing Persons**

**IMMEDIATE ACTION:**

1. For students, the Resident Director (RD) shall contact Public Safety regarding any student who is believed missing.
2. The RD shall notify the Dean of Students and Vice President for Student Affairs Division.
3. The RD shall contact persons who may know the student's schedule.
4. After 72 hours a formal missing persons report must be filed with the Atlanta Police Department by Public Safety.
5. The Dean of Students shall notify the family when deemed appropriate.

**4.7.20. SITUATION: Threats of Violence**

**IMMEDIATE ACTION:**

All threats of violence are to be taken seriously and should be reported promptly to the Department of Human Resources. An actual act of violence should be reported to Public Safety.

**4.7.21. SITUATION: Mental Health or Emotional Crisis**

**IMMEDIATE ACTION:**

All concerns of this nature should be directed to Public Safety who will then make the appropriate contacts.

**NOTE:** The Director of Public Relations should be contacted by the Department of Public Safety as soon as possible after the incidents in this section have been reported.

#### 4.8. DEPARTMENTAL EMERGENCY PROCEDURES

Sources of assistance during emergencies on campus assistance

- A. PUBLIC SAFETY EMERGENCY DISPATCHER  
Available on campus at extension 5337, or by dialing 404-525-6401

Uniformed Public Safety Officers are on duty twenty-four hours per day and can be reached at campus extension 5337 or 404-525-6401.

- B. MAINTENANCE OPERATIONS:

Trouble/Service number after 5:00 p.m.  
Contact Public Safety at campus extension 5337, or 404-525-6401.

Skilled workers are available from Maintenance at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

- (1) Utilities: Repairs to water, gas, electric and sewage systems
- (2) Structures: Repairs to structures and mechanical equipment, including heating and cooling systems
- (3) Equipment: Portable pumps, generators, flood, lights, welders, air compressors, tractors, backhoes, fork lifts, etc.
- (4) Transportation: Sedans, light trucks, dumptrucks and tractors

- C. PURCHASING DEPARTMENT:

Emergency procurement materials and services can be arranged in direct support of any contingency.

#### **4.8.1. Campus Residences**

- The guidelines for emergency procedures require the cooperation of the entire Spelman community.
- **Below are the guidelines that should be followed in an emergency situation:**
  1. In the event of an emergency, the Resident Director will contact Public Safety via phone. If communication is cut off, a staff member will go to Public Safety office.
  2. The Director of Residential Life will be notified.
  3. Resident Director on call will maintain constant contact with each dorm director.
  4. Resident Directors should meet with her RA staff to disseminate information or organize evacuation if necessary.

#### **4.8.2. Emergency Residence Hall Health Procedures**

In the case of an illness during working hours, Health Services and Public Safety will be notified immediately. After hours urgent care will be reported to Dr. Gloria Richards at 770-245-7058 or Public Safety. In any event, Public Safety must be notified of action taken.

#### **4.8.3. Emergency Residence Hall Food Service Procedures**

Resident Director on call will contact Public Safety. In the event of staffing problems, the entire Spelman Community should be available to assist with meals.

#### **4.8.4. In the Case of Emergency Evacuation:**

1. Smaller buildings like the QUAD can relocate to the lounges and game rooms of the larger halls.
2. In case evacuation of residence halls is required, academic buildings can be used as well as the Manley College Center.
3. A head count should be taken, to account for all students.

#### 4.8.5. Emergency Plan - Campus Disaster

In case of a disaster the Spelman College Health Services Department (SCHSD) shall be made available, and SCHSD staff will act in accordance with the College Emergency Response Plan.

1. In the event of a disaster occurring after hours of operation, Campus Public Safety shall notify Director of SCHSD by pager.  
  
Department Director shall, if SCHSD staff needs to report for duty, notify each staff member.
2. In the event of serious or life-threatening injury or illness requiring transportation to an emergency department, immediately dial 404-525-6401 for Public Safety. Always give your name, description of the severity of injury or illness, and the location of patient(s).
3. The Director of SCHSD will contact the emergency care provider for a written detailed report of the care delivered.
4. In the event of disaster during hours of operation, Spelman College Health Services Department has skilled and qualified health care practitioners who are licensed to perform procedures and provide emergency services to meet life, limb, or function-threatening conditions until emergency medical services arrive to transport victims to nearest hospital emergency facility.

**PLEASE NOTE:** In a life-threatening situation (i.e., breathing difficulty, unconsciousness, heavy blood loss, cardiac arrest), administer first aid if trained, and have someone call Public Safety. Public Safety will call 911 or Southern Ambulance Service).

**DO NOT CALL 911.** Public Safety will...

#### 4.8.6. AFTER HOURS/ URGENT CARE

1. After hours, students who are ill should contact Dr. Gloria Richards at 770-245-7058 and follow instructions for leaving a return phone number. This directive also would apply to anyone responding to an ill or injured student, (i.e., Public Safety, Resident Assistants, Resident Directors, friends, etc.).
2. The doctor on-call for Spelman College will contact the return number within thirty (30) minutes to assess the student and the situation.
3. The student or person speaking on behalf of the ill or injured student will speak directly with the doctor who will give instructions for treatment at home or instructions to go to the hospital.
4. Should the ill or injured student need to go to the hospital, the doctor will contact the Public Safety Department, identifying him/herself first and then the ill or injured student by name and residence location on campus. The Doctor will advise the Public Safety Department on the mode of transportation (i.e., taxi or ambulance) as well as the closest hospital.
5. The doctor will notify the Director of Spelman College Health Services by pager (770) 245-7058 of any Emergency Room visits resulting in actual admission to the hospital. The Spelman College Health Services Department will communicate to the Spelman Community (as needed) information pertinent to the well being of the student while maintaining confidentiality.
6. The Director of the Spelman College Health Services Department will notify the Vice- President for Student Affairs of the student's admission to the hospital and serve as the liaison to the College.
7. Off campus students will also have access to the doctor after hours but may need to coordinate transportation as recommended by the doctor.

#### 4.8.7. GENERAL

In the event of an accident or medical emergency - **DO NOT CALL 911**  
**Instead follow these steps:**

1. Inform Public Safety that a medical emergency exists
2. Request help from any first aid trained employees in the immediate area
3. Assist/ Comfort the injured party to the extent possible while waiting for trained medical help.

**WARNING :** **Avoid** any contact with blood or body fluids. Do not move victim unless victim's life is threatened.

#### 4.8.8. CAFETERIA SERVICES

Aramark - Cafeteria Emergency Procedure

In the case of an emergency, Aramark has established several contingencies to assure that food service will be provided. The following list consists of procedures that are currently implemented at Spelman College.

1. In the case of an emergency evacuation from the residence halls, the dining hall will be available to house large numbers of students.
2. Aramark has stored adequate quantities of paper products such as paper plates, cups, bowls, napkins etc. Dry food products will also be available in the event of staffing problems.
3. Aramark will also provide keys to the building to allow access to the freezers for dry food products such as pastries, bagels and cereals. The keys will be given to Public Safety.
4. In the case of power outage; flashlights, batteries and propane lights will be on hand.
5. To assure that meals will be provided during an emergency situation, Aramark will purchase a large grill to cook fast foods.
6. If necessary, water, hot chocolate and other drinking supplies will be available.

#### **4.8.9. PHYSICAL PLANT - EMERGENCY CALL-IN PROCEDURES**

The following procedures are developed to allow the Physical Plant Department to respond with maximum effectiveness in case of any emergency situations. The primary duty of Physical Plant is to either minimize the potential damage to property and persons or provide a strong "Damage Control" presence after the fact.

The three possible times during, which the four- (4) major problems of power outage, storms, fire, and utility losses can occur:

Weekdays - 7:00 a.m. - 4:00 p.m.

Weekdays - 4:00 p.m. to Midnight

Weekends anytime

#### **4.8.10. STORMS**

##### **WEEKDAYS: 7: 00 a.m. to 4:00 p.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper indicating the type of storm and estimated time of arrival to the campus.
2. Physical Plant personnel will turn off gas, turn off lights, close windows, and close all doors.

##### **WEEKDAYS: 4:00 p.m. to 12:00 a.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper indicating the type of storm and estimated time of arrival to the campus.
2. Second shift personnel will either turn off gas, turn off lights, close windows, and close all doors; or will perform call up duties to notify appropriate personnel and, if necessary, pick them up.

**WEEKENDS: 7:00 a.m. to 11:00 p.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper, indicating type of storm and estimated time of arrival to the campus.
2. Weekend shift personnel will perform call-up duties to notify appropriate personnel and, if necessary, pick them up.
3. Upon their arrival, Physical Plant personnel will be dispatched to emergency area to turn off gas, turns off lights, close windows, and close all doors.

**4.8.11. UTILITY OUTAGES**

**WEEKDAYS: 7:00 a.m. to 4:00 p.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper, indicating type, location, and extent of outage.
2. Physical Plant personnel will be dispatched to emergency area to turn off gas valves, close water valves, and close steam valves into buildings.

**WEEKDAYS: 4:00 p.m. to 12:00 a.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper, indicating type, location, and extent of outage.
2. Second shift personnel will either be dispatched to emergency area to turn off gas valves, close water valves, and close steam valves into buildings; or will perform call up duties to notify appropriate personnel and, if necessary, pick them up.

**WEEKENDS: 7:00 a.m. to 11:00 p.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper, indicating type, location, and extent of outage.
2. Weekend shift personnel will perform call-up duties to notify appropriate personnel and, if necessary, pick them up.
3. Physical Plant personnel will turn off gas valves, close water valves, and close steam valves into building.

#### 4.8.12. POWER OUTAGES

**WEEKDAYS: 7:00 a.m. to 4:00 p.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper, indicating location and extent of outage.
2. Physical Plant personnel will be dispatched to emergency area to turn off lights, trip breakers, and turn off large load centers.

**WEEKDAYS: 4:00 p.m. to 12:00 a.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper, indicating location and extent of outage.
2. Second shift personnel will either be dispatched to emergency area to turn off lights, trip breakers, and turn off large load centers; or will perform call up duties to notify appropriate personnel and, if necessary, pick them up.

**WEEKENDS: 7:00 a.m. to 11:00 p.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper, indicating location and extent of outage.
2. Weekend shift personnel will perform call up duties to notify appropriate personnel and, if necessary, pick them up.
3. Upon their arrival, Physical Plant personnel will be dispatched to emergency area to turn off lights, trip breakers, and turn off large load centers.

#### 4.8.13. FIRE

**WEEKDAYS: 7:00 a.m. to 4:00 p.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper, indicating location of fire and whether fire department has been notified.
2. Physical Plant personnel will turn off gas, turn off lights, close windows, and close all doors. They will then standby to tell the firefighters the locations of all power panels, gas lines and any other information concerning possible hazards.

**WEEKDAYS: 4:00 p.m. to 12:00 a.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper, indicating location of fire and whether fire department has been notified.
2. Second shift personnel will either be dispatched to emergency area to turn off gas, turn off lights, close windows, and close all doors. They will then standby to tell the firefighters the locations of all power panels, gas lines and any other information concerning possible hazards; or will perform call up duties to notify appropriate personnel and, if necessary, pick them up.

**WEEKENDS: 7:00 a.m. to 11:00 p.m.**

1. Public Safety will notify the Director or Associate Director by telephone or beeper, indicating location of fire and whether fire department has been notified.
2. Second shift personnel will perform call-up duties to notify appropriate personnel and, if necessary, pick them up.
3. Upon their arrival, Physical Plant personnel will turn off gas, turn off lights, close windows, and close all doors. They will then standby to tell the firefighters the locations of all power panels, gas lines and any other information concerning possible hazards.

**5.0. RECOVERY**

**5.1. Damage Assessment**

This section will outline the procedures for assessing the damage to plant structures, equipment and materials, as well as off-site areas and the environment, in conjunction with civil authorities. Areas and equipment affected by the emergency will need to be inspected and tested to establish whether or not they have been damaged.

**5.2. Containment, Cleanup and Disposal**

Procedures for the containment, cleanup and disposal of spills and releases of hazardous materials or wastes should be established and the details outlined in this section. State and federal laws regulate the disposal of hazardous materials and waste.

### **5.3. Restoration**

This section will list the steps to safely resume normal operations. Priority will be given to the restoration of fire protection and other emergency equipment that may have been damaged.

### **5.4. Incident Documentation and Follow-up**

An investigation should be conducted to determine the cause of the incident, and recommendations should be made on corrective measures to prevent future occurrences. Response activities should be assessed to determine if they were effective and whether revisions to the plan are necessary.

## **6. APPENDICES**

**6.1. Plans**

## 6.2. Maps