



Piedmont College has an Emergency Preparedness Plan to use for general guidelines in emergency situations and to prepare individuals for immediate crisis response. The plan provides actions the college administration, faculty, staff, students and campus visitors should take in the event of many different types of emergencies.

The first step in any emergency is to report the incident to campus police and call 911 (if needed) for emergency assistance:

Demorest Campus Police: 706-939-1349

Athens Campus Police: 706-433-1789

The following list of content and page numbers are provided for quick and easy reference to specific procedures contained in this plan:

- INTRODUCTION AND GENERAL INFORMATION.....1
- ACTIVATING THE EMERGENCY NOTIFICATION PLAN.....2
- WEATHER RELATED EMERGENCIES.....4
 - Warning.....4
 - Tornado/Hurricane/Flood/Thunderstorms.....5
- MEDICAL EMERGENCIES.....5
 - Accidental Injury to Students, Staff or Visitors.....6
 - Large Scale Emergencies.....6
- CAMPUS EMERGENCIES.....7
 - Fire.....7
 - Trapped Inside.....7
 - Evacuation.....8
 - Earthquake.....8
 - Lockdown and Shelter-in-Place.....9
 - Weapon Threat / Armed Intruder.....10
 - Bomb Threat.....12
 - Bomb Threat Checklists (Appendix A).....15
- HAZARDOUS MATERIAL LEAKS / SPILLS.....13
- PROCEDURES REVIEW, INSTRUCTION AND MAINTAINING PLAN.....14

INTRODUCTION AND GENERAL INFORMATION

This emergency plan is intended to ensure an appropriate response to the two general types of emergencies that are likely to affect the College community: large-scale natural or man-made disasters, and threats to campus safety.

Although no emergency plan can be exhaustive, this plan prescribes actions to take in most crisis scenarios. Because emergencies are often unpredictable, the procedures defined here are designed with flexibility to accommodate various scales of emergency disasters and law

enforcement contingencies. It guides the general response to emergency situations and prepares individuals for immediate crisis response.

Regardless of the action necessary during an emergency, all parties involved are expected to apply good common sense and sound judgment to create a safe and secure environment for students, faculty, staff, and the local community.

- A. Scope of the Plan** - These procedures apply to all faculty, staff, students and visitors; and buildings and grounds owned and operated by Piedmont College in Demorest and Athens, Georgia.
- B. Purpose and Activation** - The emergency procedures contained herein are provided in order to enhance the protection of life and property through effective use of institutional and campus resources. If an emergency situation ever disrupts the college to the point that normal operations cannot continue, the President or the President's designees may declare a state of emergency and activate the preparedness plan for one or both campuses.
- C. Campus Emergency Numbers: Report ALL emergencies to the campus police at:**

- **Demorest Campus Police:** 706-939-1349
- **Athens Campus Police:** 706-433-1789

ACTIVATING THE EMERGENCY NOTIFICATION PLAN

Whether an emergency occurs during or after normal business hours, the first contact should be to Campus Police, who will determine how and whom to notify beyond them according to the level of activity on campus. **In the event of any emergency, report the location and existing conditions to:**

- **Demorest Campus Police:** 706-939-1349
- **Athens Campus Security:** 706-433-1789

Campus Police will contact senior management to decide if and when to activate the Emergency Response Team and/or Campus Emergency Notification Procedures.

The president is in charge during an emergency and, in his absence, the highest ranking officer on campus is to assume command until the next highest ranking officer reports to campus. During emergencies, the first person on the campus should not hesitate to follow the college's emergency protocol.

A. Emergency Response Team and Critical Campus Support

When emergency conditions are such that normal College operational efforts can no longer deal effectively with the emergency, Campus Police will notify the Emergency Response

Team(s) for the affected campus who will assemble and begin operations under the direction of the President with each team member contacting other key personnel.

B. Emergency Communication Center

An Emergency Communication Center will be set up under direction of the President with the location determined by power availability.

C. Emergency Alert Plan

The Piedmont College communication approach is based on redundancy, using various methods to reach members of the college, including students, parents, alumni, visitors and the news media.

The goal is to send timely notice after being notified of an emergency situation. While other means may be used, the primary methods of alerting people include the following:

- 1. E-Alert (Email & Text Message):** Depending on the nature and location of an emergency situation, Piedmont may send an “E-Alert” message to all students, faculty and staff in the form of text message and email. Members can register to receive text messages at www.piedmont.edu/alert. (IT)
- 2. Siren & Public Address System:** An alert tone may be broadcast on campus using outdoor sirens. Constituents may be alerted to potential severe weather and/or threatening situations by a siren alert followed by recorded or live voice instructions. (Campus Police, Demorest, and Athens-Clarke County Siren System, Athens).
- 3. Push Notification from Piedmont College Mobile Application:** Depending on the nature and location of an emergency situation, Piedmont may utilize the Piedmont College Mobile Device Application (app) to deliver an emergency notification to all app users. Users only need have the app installed on their mobile device for the push notification to deliver an emergency notification. The app administrator is the only person authorized to utilize the Push Notification feature in the app.
- 4. Web/Alert Web Bar:** In order to highlight emergency news and other alerts, Piedmont will include on its website (www.piedmont.edu) a scrolling bar at the header of the website. The scrolling alert has a character limit of 99 characters, but is clickable to view a more detailed message that has no character limit. (Web Coordinator)
- 5. Direct Contact:** Piedmont will initiate a phone tree with building contacts (Campus Emergency Notification Call Lists).
- 6. Social Media:** Piedmont will post messages on its main Facebook page (@PiedmontCollege) and on its official Twitter feed (@PiedmontGA) to reflect the

proper emergency information. The Twitter feed has a maximum character limit of 140.
(Web Coordinator)

- 7. Switchboard Message:** Piedmont will change the external message on those calling the main switchboard line to indicate the proper emergency information, and direct callers to other information sources as appropriate.
- 8. Other:** Regular updates will also be provided to the news media. (PR Director)

D. Immediate Response: The team will carry out these initial tasks immediately:

- Send E-Alert e-mail/text message
- Activate sirens/public address system for immediate threats (tornado, armed intruder, etc.)
- Send push notification through Piedmont App
- Activate and post notification on Piedmont website (alert web bar)
- Initiate phone tree or building contact
- Send media alert as appropriate
- Send messages and update content through the Piedmont College accounts on Twitter (@PiedmontGA) and/or Facebook (@PiedmontCollege) as appropriate
- Update switchboard message as appropriate

E. Campus Emergency Notification Call Lists

If phones and/or internet service are not working and it becomes necessary to communicate messages throughout campus during a normal weekday, Call Lists for each campus will be used.

If immediate contact cannot be made at any point in the communications process, a physical contact should be made. If no one else is available to make the contact, notify campus police so they can physically visit the area:

- Demorest Campus Police at 706-939-1349
- Athens Campus Security at 706-433-1789

Demorest Campus Police and Athens Security play an integral role in any potential emergency situation, and will maintain constant communications with the Office of the President and/or the Office of the Vice President for the Athens Campus.

WEATHER-RELATED EMERGENCIES

A. Warning: Severe weather warnings are issued by the National Weather Service and may be heard over area radio and television stations.

- 1. Preparation:** The President of the College, with assistance from the Director of Facilities Management and Safety, the Vice-President for Academic Affairs, and (if Athens

Campus) the Vice President for Athens Campus will decide whether to dismiss, delay or cancel classes due to severe weather conditions. The decision will depend much on the time of day the severe weather arrives.

- 2. Cancellation of Day Classes:** If necessary, a decision should be made **by 6:30 a.m.** whether to delay or cancel day classes based on existing and projected road conditions, weather forecasts and current conditions. Off Campus classes are cancelled if host school is closed.
- 3. Cancellation of Evening Classes:** If necessary, a decision should be made **by 3:00 p.m.** whether to delay or cancel evening classes based on existing and projected road conditions, weather forecasts and current conditions. Off Campus classes are cancelled if host school is closed.
- 4. Inclement Weather:** If the school will be closed due to inclement weather, the Emergency Notification process listed in this plan will be activated.

B. Tornado/Hurricane/Flooding/Thunderstorms

Campus Police/Security will notify the various departments and offices of the College that a watch or warning signal has been issued. The Emergency Notification Plan will be activated as needed.

- 1. Tornado Watch:** When a *WATCH* signal has been received, normal campus activities will be continued.
- 2. Tornado Warning:** When a *WARNING* signal has been received, those receiving the message will direct those under their charge to the shelter area designated for that area.
- 3. Sheltering:** Upon leaving the area, close but do not lock the door. Proceed quickly to a sheltered area. If a person is injured, report the injury to the nearest faculty or staff member.
- 4. Designated Safe Areas:** Interior ground floor locations without windows are the safest places in most buildings. In the event of a tornado warning, please move immediately to the safest location nearest you.

MEDICAL EMERGENCIES

When medical emergencies arise on campus, request first response assistance from Campus Police:

Demorest Campus 706-939-1349

Athens Campus: 706-433-1789



Either you or Campus Police should call 911 (dial 9, then 911 if calling from a campus phone) for assistance and report the incident to your supervisor or, if a student, to Student Affairs.

A. Accidental Injury to Faculty, Staff, Students or Visitors:

1. Apply First Aid. If an individual requires an Automated Electric Defibrillator (AED), there are several on campus. They are located in the following buildings:

Demorest AED Locations:

- Daniel Hall, 2nd Floor (on wall at bottom of lobby stairs)
- Arrendale Library, 3rd Floor (on wall next to elevator)
- Smith-Williams Art Studio, 2nd Floor (across from Lighting Studio)
- Getman-Babcock Residence Hall, Campus Police Office (2 behind desk in cabinet drawer)
- Student Commons, 1st Floor (across from dining hall behind the student service desk)
- Mize Athletic Center, 2nd Floor (1 near elevator in hall going to parking lot and 1 in Athletic Training room on left-hand side of entrance door)
- Swanson Center for Performing Arts and Communications (across from Rm 119, Mac Lab)
- Athletic Fieldhouse (on wall near side door to baseball field)

Athens AED Locations:

- The Commons lobby (on post at Campus Safety desk)
- Recreation Center (inside gym on right side)

2. Dial 911 (dial 9, then 911 if calling from a campus phone), then call Campus Police for assistance.
3. Contact the Dean of Students (if student) or supervisor (faculty or staff) as soon as possible via phone or email. If the injured individual is a visitor, please notify the Office of the Vice President for Administration and Finance as soon as possible via phone or email.
4. Contact relative/friend at the request of the injured party if feasible.
5. Promptly inform immediate supervisor of injury.
6. Complete necessary forms:
 - a. Staff and Supervisor Reports must be completed in a detailed manner on an Accident Report Form (located on the Human Resources page of PilgrimNet) and forward it to Human Resources. Campus Police/Security will complete an incident report as part of campus record.
 - b. Students and visitors must complete a detailed report on the Accident Report Form for Students/Visitors (located on the Piedmont College Fitness Center website [www.piedmont.edu/fitness-center]) and forward it to the Business



Office. Campus Police/Security will complete an incident report as part of campus record.

- B. Large Scale Emergencies:** Large scale medical emergencies such as localized influenza or disease outbreaks, etc., will be managed by the Emergency Response Team with the assistance of and in cooperation with local, state, and (when appropriate) federal health officials.

CAMPUS EMERGENCIES

This section contains the recommended procedures to be followed during specific types of emergencies. It is suggested that the procedures always be followed in sequence unless conditions dictate otherwise.

A. Fire

Whether response by the fire department is required or not, immediately report all fire incidents to Campus Police:

- **Demorest** at 706-939-1349 or
- **Athens** at 706-433-1789

In the event of a fire:

1. Activate the fire alarm
2. Call 911 (dial 9, then 911 if calling from a campus phone) and give location of fire
3. Call Demorest or Athens Campus Police and
4. If possible, leave the area immediately. Close, but do not lock doors behind you as you exit the building.
5. Isolate the fire by closing all doors on your way out. **DO NOT LOCK THE DOORS.**
6. Assist injured and disabled persons.
7. **DO NOT** use elevators – use the stairways.
8. **DO NOT** stop for personal belongings or records.
9. **DO NOT** stand in smoke. Drop to your knees or stomach and crawl to the nearest exit covering your nose and mouth with a cloth to avoid inhaling smoke.
10. If ignited, drop and roll to extinguish fire.
11. Stay out of the way of emergency personnel.
12. Notify either emergency personnel or fire fighters on the scene if you suspect someone may be trapped inside.
13. **DO NOT RETURN TO THE BUILDING** unless instructed to do so.

B. Trapped inside: If you become trapped:

1. Call 911 (dial 9, then 911 if calling from a campus phone) , if possible.



2. Open a window, if one is available, and place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
3. Stay near the floor where there is least smoke.
4. Cover your mouth with clothing to avoid inhaling smoke.
5. Do not open a door if smoke is pouring in or around the bottom, or it feels hot.
6. Shout to alert emergency personnel of your location.
7. **Rescue:** Do not attempt to rescue anyone. Notify emergency personnel immediately.

C. Evacuation (applied to all Evacuation Situations): Evacuate the building following emergency evacuation routes posted on doors and in hallways. **Evacuate buildings to a distance of at least 500 feet from the building.**

- a. Room Evacuation – Students and employees may be asked to move to a shelter area in each building designated for gathering during emergencies. Room evacuation routes are posted inside classrooms, offices, dorm rooms and study areas.
- b. Building Evacuation - Evacuation of a building will occur when an alarm sounds and/or upon notification by a Campus Police/Security or an Emergency Response Team member. Evacuation routes that identify nearest exit doorways are posted in all public buildings. Once outside, evacuees should proceed to an all-clear area that is at least 500 feet from the affected building. Keep streets, hydrant areas, and walkways clear for emergency vehicles and authorized personnel.
- c. Campus Evacuation - Evacuation of all or part of the campus grounds will be announced by Campus Police and shall take place without delay.

D. Earthquake

Due to the sudden and unpredictable nature of earthquakes, as well as the low probability of this type of emergency in our area, there will most likely be no advance warning, making this a reactive situation. Campus Police will notify the various departments and offices of the College if an earthquake occurs. The Emergency Notification Plan will be activated as needed.

1. **If you are inside a building:** (Drop, Cover and Hold On)
 - a. Stay where you are until the shaking stops. Do not run outside.
 - b. Drop down onto your hands and knees so the earthquake doesn't knock you down.
 - c. Cover your head and neck with your arms to protect yourself from falling debris.
 - o If you can move safely, crawl for additional cover under a sturdy desk or table.
 - o Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
 - d. Hold on to any sturdy covering so you can move with it until the shaking stops.
2. **If getting safely to the floor to take cover won't be possible:**



- a. Identify an inside corner of the room away from windows and objects that could fall on you and get as low as possible to the floor.
 - b. For individuals with mobility issues, or those who use wheelchairs and other mobility devices:
 - i. Wheelchairs or other wheeled mobility devices: lock the wheels of the wheelchair and remain seated until the shaking stops. Protect your head and neck with your arms, a pillow, a book, or whatever is available.
 - ii. Crutches or other mobility-assistant devices: lean against an available wall, away from windows, glass, outside doors and walls, and anything that could fall. Drop the mobility devices to the ground and use your arms to protect your head and neck. Try to get on the floor away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture, if possible.
- 3. If you are outside when you feel the shaking:**
Move away from buildings, streetlights, and utility wires then, “Drop, Cover, and Hold On” until the shaking stops.
- 4. If you are in a moving vehicle when you feel the shaking:**
Stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.
- 5. After an Earthquake**
When the shaking stops, look for a clear path to safety, leave the building and go to an open space away from damaged areas.
- a. If you are trapped, do not move about or kick up dust.
 - b. If you have a cell phone with you, use it to call or text for help.
 - c. Tap on a pipe/wall or make noise, so that rescuers can locate you.
 - d. Once safe, be prepared to “Drop, Cover, and Hold on” in the likely event of aftershocks.

LOCK-DOWN AND SHELTER-IN-PLACE

A lock-down is used to protect building occupants in the case of an emergency. This requires the residents of a building to “Shelter in Place” where they are located once an emergency is identified and declared by the President, or appropriate delegate, unless there is a specific threat within the building that requires them to exit.

During a lock-down, police and other emergency personnel respond to the emergency. Under the supervision of Fred Bucher, Director of Facilities Management and Safety, and Jim Andrews, Chief of Police for Piedmont College, the Demorest Campus has post certified peace officers and the Athens Campus has security guard personnel on duty twenty-four (24) hours a day, seven (7) days a week. The College is also connected to a network of law enforcement and emergency support that allows for a coordinated response across agencies.

- 1. Campus Buildings:** All campus buildings will be locked to prevent entrance from the outside. The resident director, staff, or faculty member who has building keys will lock all exterior entrances. Students and personnel should not exit the building unless the situation in the building requires escape. Campus police may not be available to assist in the locking of the buildings if an emergency exists on campus.
- 2. Faculty and Students:** Faculty will move students to any lockable room in the building or remain in the classroom with the door barricaded if possible.
- 3. Residential Students:** Students in residence halls must remain in their rooms with the door locked.
- 4. Staff:** Staff will remain in their offices, or secure area, preferably without windows, with the door locked.
- 5. All-Clear Notification:** All Students, faculty and staff must remain in the building they are currently in until such time as the lock-down status is removed. Notification of an "All-Clear" will be transmitted through all previous available communications methods. You should monitor updates via Piedmont's website, e-mails and our Campus E-Alerts.

WEAPON THREAT / ARMED INTRUDER

Every situation is different and the threatened individual will have to rely on his/her best judgment as to the best course of action. Don't let curiosity mislead you. Don't assume, for instance, that the popping sound you hear must be a firecracker or sound from a movie being played in another classroom and go outside to investigate. Wait, listen, and if you believe at all that a dangerous situation is evolving, put this plan into action. Your own safety and the safety of others are the top priority. The following are general procedures.

NOTE: AT NO TIME SHOULD ANY FACULTY, STAFF, OR STUDENT CONFRONT AN ARMED INTRUDER.

- 1. Immediate or Imminent Violence:** Upon hearing shots or being notified an active shooter or armed intruder is on campus take the following steps:
 - a. Immediately clear all students and staff from hallways, if safety permits.
 - b. Close and lock all office and classrooms doors.
 - c. Shut off all lights.
 - d. If blinds on windows, pull blinds down if it can be done safely.
 - e. Get yourself and others down on the floor and up against a solid interior wall.
 - f. Stay out of sight and out of the line of fire of any windows.
 - g. If possible, place yourself and others behind a solid object between you and any doors or windows (desks, file cabinets, chairs, and tables).
 - h. If a door cannot be locked, begin piling and interlocking tables, chairs, and desks—anything available—against the door to block it and create a barrier.



- i. After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
 - j. Allow no one to leave the secured area.
 - k. If you find yourself in an open area and unable to find a secure office or room to lockdown in, run away from the sounds of gunfire as fast and far as possible.
 - l. If running away may somehow put you in danger, try to get behind a solid barrier. If possible, try to hide in a location that is out of sight.
- 2. Notify 911:** If you have been alerted that a shooter or armed intruder is on campus, 911 has most likely been notified. If you are the one responding to hearing shots being fired, immediately call 911 (dial 9, then 911 if calling from a campus phone) when you are in a secure area. Realize that 911 lines may be jammed with other calls.
- a. If you get through, say: "This is Piedmont College. We have an active shooter on campus. Gun shots fired. I am calling from _____ building.
 - b. If you have the information, inform the dispatcher of:
 - Number of shooter(s)
 - Direction of travel through or from building
 - Race and gender of shooter(s)
 - Color of clothing and garment type
 - Physical features: height, weight, hair color, facial hair, glasses, tattoos.
 - Type of weapon
 - Name of shooter(s) if known
 - Number of injured
 - Type of injuries
- 3. Follow law enforcement instructions.** Remain in your secure location and do not come out until the all-clear has been given by law enforcement or an administrator known to you. An unfamiliar voice or voices may be the shooter or shooters attempting to lure you from your place of safety. Do not respond to any voice commands until you can verify with certainty that the commands are being issued by a police officer or administrator whose voice you recognize.
- 4. Ignore Fire Alarms:** Once you are aware an active shooter is on campus, ignore any fire alarms. The alarm may be a trick to draw you out into the open. Again, stay in your secure area, be quiet, and wait for the all clear to be given.
- 5. If Confronted By A Threatening Person**
- a. Remain as calm as possible. Be cooperative and patient.
 - b. Offer to listen. Do not judge or argue with perceptions.
 - c. Allow the hostile person his or her personal space (at least 3 feet).
 - d. If you are standing, stand at an angle to the individual rather than face-to-face.
 - e. Keep your hands in plain view, preferably at your sides.
 - f. Do not make gestures of physical contact that might seem threatening.



- g. Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when speaking. Ask/tell the person before you make any moves.
- h. Be truthful - to lose credibility can be catastrophic.
- i. Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, what was said. Pay attention to details about the space you are in. If you are released or decide to escape, this information will be needed by police to ensure the safety of others.

BOMB THREAT

All bomb threats must be taken seriously. Bomb threats can be delivered in a variety of ways including in-person, via telephone or in writing. The most dangerous means is in-person; the most common means is via telephone.

1. Telephone Bomb Threat:

- a. Remain calm.
- b. If the caller allows you to talk, ask questions from the [Bomb Threat Checklist](#); keep the caller talking as long as possible.
- c. Signal a co-worker to call the Switchboard (dial 0) while you continue talking.
- d. Switchboard should notify 911, Campus Police @ 706-939-1349 (In Athens 706-433-1789) and the President.
- e. The President or designee will facilitate an evacuation of the building, if deemed necessary, with the assistance of Campus Police and possibly the Police and/or Fire Department.
- f. Return to the evacuated building will be allowed **ONLY** after the Emergency Response Team gives the “all clear” notification.

2. In-Person Bomb Threat:

- a. Remain calm.
- b. Do not approach the individual. Never get close enough that you could panic the person or be used as a hostage.
- c. If possible, try to segregate the individual from others.
- d. Try to draw the attention of one or two others so they can call (in order) 911 (dial 9, then 911 if calling from a campus phone) and then Switchboard (0).
- e. Talk to the individual in a calm and rational manner; put the person and yourself at ease as much as possible.
- f. Try to get the individual to speak; let the person do most of the talking; ask questions about the bomb, its location, and description.
- g. Let law enforcement replace you as the negotiator when they arrive at the scene.
- h. Once you leave the scene, relay all information to any other officer present.
- i. Immediately write down everything you remember.
- j. Remain accessible to law enforcement until you are told to do otherwise.

3. Bombs/Suspected Packages: If you should spot a suspicious object, package, etc., or if you suspect an item delivered to campus may be a bomb:



- a. **DO NOT MOVE, TOUCH OR TAMPER WITH THE ITEM!**
- b. Calmly notify others in the immediate area and evacuate.
- c. If there is a fire alarm in your area, **DO NOT ACTIVATE IT**. You do not want to frighten everyone.
- d. Call Campus Police:
 - Demorest Campus at 706-939-1349 or
 - Athens Campus at 706-433-1789
- e. Use a campus phone and dial 9 for an outside line, then 911 for emergency assistance. **DO NOT USE A CELL PHONE!** A cell phone could potentially set off the package.
- f. Stay calm when calling
- g. Clearly state the type of emergency
- h. Clearly state the location of the suspicious package or letter, your name, location and phone number from which you are calling.
- i. Do not hang up until told to do so.
- j. Call the Piedmont College Switchboard (dial 0), notify them that 911 has been called and emergency personnel are en-route. The Switchboard should notify the President.
- k. Campus Police will assist with evacuation.
- l. Return to area will be allowed **ONLY** after Campus Police or the Emergency Response Team gives the “all clear” notification.

HAZARDOUS MATERIAL LEAKS/SPILLS: (flammable, toxic, corrosive, oxygenic, cryogenic)

If a gas cylinder or other chemical container should begin leaking and if, in the judgment of the persons responsible for such materials, it presents any danger to them or the other building occupants the following steps should be taken:

1. **Confine the substance:** by shutting the supply valve(s) and shutting the room door(s).
2. **Sound the building fire alarm:** so evacuation can begin.
3. **Evacuate to a safe area:** at least 500 feet away from the building. Do not return to the building until instructed that it is safe to do so.
4. **Call 911** (dial 9, then 911 if using a campus phone):
 - a. Stay calm when calling
 - b. Clearly tell the dispatcher you are reporting a chemical spill/release and the following information:
 - Name of material (if known)
 - Exact location of the spill or release.
 - Extent of contamination (i.e. water system, air handling system)
 - Quantity (if known)

- Appearance & characteristics (i.e. solid, liquid, gas, odor, color)
- Injuries
- Your name, department, and phone number you are calling from

5. Do not hang up until told to do so.

- a. Contact the Administrative Services office at ext. 1102 or 1144 and explain the situation. (In Athens, call Administrative Services at ext. 8185.)
- b. Call your administrator/supervisor.

PROCEDURES REVIEW, INSTRUCTION AND MAINTAINING THE PLAN

- 1. Emergency Procedures Review:** Annually, Piedmont College will conduct a review of the total Emergency Procedures and update it as necessary.
- 2. Emergency Procedures Instruction:** During the fall of each academic year Piedmont College will disseminate to each faculty and staff member information reflecting changes to the College Emergency Procedures Plan.
- 3. Emergency Procedures Practice:** Practice drills or training will be conducted once a year. All College emergency personnel and occupants of the affected building(s) are to participate fully in the drills. Any procedural changes found necessary through conducting the drills are to be submitted to the Vice President for Administration and Finance.
- 4. Maintaining the Plan:** The Vice President for Administration and Finance and Campus Police maintain, update, and distribute changes to this plan and, with the President, initiate actions necessary to effectively deal with disasters and disruptions affecting the College. They are responsible for the procurement and management of resources necessary for emergency operations, and for operating the Emergency Communications Center. Members of the Emergency Response Team assist in periodically evaluating and updating the Emergency Preparedness and Safety Plan.

The plan is effective upon its receipt and supersedes all other campus emergency disaster and disruption plans.



APPENDIX A: BOMB THREAT CHECKLIST (Fill out completely, immediately after bomb threat)

Questions to Ask:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____ Why? _____

What is your address? _____

What is your name? _____

Sex of caller _____ Age _____ Race _____ Length of call _____

Caller's Voice:

Calm	Slow	Laughing	Slurred	Lisp	Distinguished
Angry	Rapid	Crying	Stutter	Raspy	Cracking Voice
Excited	Soft	Normal	Accent	Ragged	Clearing throat
Loud	Distinct	Deep	Nasal	Familiar	Deep breathing

If familiar, whom did it sound like? _____

Background Sounds:

Street noise	House noises	Factory noises	Music	Clear
Crockery	Motor	Animal noises	Booth	Long Distance
Voices	Office machines	PA system	Local	Static

Other _____

Threat Language:

Well spoken (Educated)	Foul Irrational	Incoherent Taped	Message read by threat maker
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Remarks: _____

Name _____ Position _____

Phone: _____ Date: _____

Dial **911** (dial 9, then 911 if using a campus phone) **immediately**