

VALDOSTA STATE UNIVERSITY

# Emergency Quick Reference Guide

Prepared by Emergency Coordinator

Emergency Contact Number 229.259.5555



## What is a Reference Guide?

The purpose of the Emergency Quick Reference Guide is to educate you on the proper procedures for handling a crisis situation.

## How to Use this Reference Guide

In the Table of Contents located on page 1, you will see a listing of types of emergencies with an icon for each type on the left side. These icons are located throughout this guide and are highlighted to show which type of emergency is being displayed. You can also search for a specific type of emergency by the page numbers shown on the edge of each page.

Once you have located the type of emergency for which you need information, follow the basic procedures listed. Remember that each emergency is unique and will require the use of common sense in addition to these guidelines.

Please familiarize yourself of emergency guidelines.

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## Active Shooter/Hostile Intruder



Remember: Individuals should use their discretion during an active-shooter incident as to whether it might be safer to run or remain in place. However, best practices for an active-shooter event are listed below.

### If You Witness a Crime and It Is



## If Suspect Is Outside Your Classroom/Office:

- Stay inside the classroom/office.
- If possible, close and lock the outside door.
- Close the blinds, turn off the lights, remain quiet, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what is happening.
- If possible and safe to do so, monitor and report the location of the assailant to emergency personnel.
- Under no circumstances should the fire alarm be activated. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - You have first-hand knowledge that there is a fire in the building, or
  - You have been advised by a Police Officer/University Police to evacuate the building.

## If Suspect Is in Close Proximity:

- Lie motionless and pretend to be unconscious.
- Do not attempt to apprehend or interfere with the suspect except for self-protection. Individuals should use their discretion about when to engage a shooter to survive.



## If Outside When A Shooting Occurs:



- Drop to the ground immediately and lie face down as flat as possible. If within 15-20 feet of a safe place, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire.
- When you reach a place of relative safety, stay down and do not move.
- Wait and listen for directions from police personnel.





# Bomb Threats



## Telephone Threat

- a. Remain calm.
- b. Do not hang up; keep the caller on the line as long as possible and listen carefully.
- c. Note the time of the call and the specific telephone instrument on which it came.
- d. Note the caller's number if your phone is equipped with caller I.D.
- e. Note the exact words of the caller.



Ask the caller the following questions or listen for the following information

1. Where is the bomb located?
2. When will it go off?
3. What does it look like?
4. What kind is it?
5. What is the caller's name and motive for placing the bomb?
6. Is the caller an employee?
7. Is the caller a student?

**\*Write down a list of all threats, including a background check, if necessary, if the caller is a student, employee, or other person. Notify the University Police immediately!**



# Bomb Threats

## Written Threat

- a. Remain calm.
- b. Notify University Police immediately.
- c. Once discovered, do not touch, move, or open package, so it is not altered or destroyed. Preserve scene for University Police.
- d. Keep others from handling or going near it.



## Opened or Closed Suspicious Packages

- a. Notify University Police immediately.  
Do not use a two-way radio or cell phone within 100 feet of a suspicious package.
- b. Never touch any package that is suspicious! Do not attempt to touch, move, or open, as it could explode or spread!
- c. Keep others from handling or going near it.
- d. See Suspicious Packages & Envelopes on pages 27-28.



# Civil Disturbance



## Outdoors



- a. Implement appropriate emergency procedures by moving students, faculty, staff, and visitors to a safe location (as conditions permit) inside buildings to protect against trauma or danger.
- b. If not able to move inside, take cover outside as able.
- c. Consider persons with disabilities who may need assistance.
- d. Notify University Police of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
- e. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.
- f. Should a gunshot be heard, get everyone on the ground immediately.

# Civil Disturbance

## Indoors

- a. Notify University Police of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
- b. Keep students, faculty, staff, and visitors quiet and away from doors and windows.
- c. Lock all room doors.
- d. Account for all persons. Report any missing persons to University Police immediately.
- e. Close window shades, curtains, or blinds.
- f. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.
- g. Should a gunshot be heard, instruct everyone to get down on the floor immediately and take cover.
- h. Always contact University Police when you have an emergency in your room.
- i. Remain in the classroom or other safe area until notified by University Police to move or return to normal conditions.





# Earthquake or Structural Collapse



## If You Are Inside

- a. Watch for falling objects.
- b. Crawl under a table, counter, etc.
- c. Get into a protective position by tucking your head to your knees and covering your head with your arms.
- d. Consider persons with disabilities who may need assistance in getting

# Earthquake or Structural Collapse

## If You Are in a Vehicle

- a. Stop your vehicle in the nearest open area.
- b. Stay in your vehicle until the tremors have subsided.



## After the Incident

- a. Remain calm.
- b. Be prepared for after-shocks.
- c. If evacuation is ordered, use the nearest and safest exit. Consider persons with disabilities who may need assistance in getting to cover and later evacuating.
- d. DO NOT USE ELEVATORS!
- e. Proceed to your designated evacuation assembly area.
- f. Do not move seriously injured persons unless they are in danger.
- g. Open doors carefully.
- h. Watch for falling objects.
- i. Do not use matches/lighters or other sources of ignition.
- j. Avoid using telephones, as emergency response personnel will need these.



# Evacuation



## Building Evacuation

- a. Any Valdosta State University staff or faculty member may issue an evacuation notification of a classroom or office area. The purpose is to move people away from any potentially threatening situation.
- b. Before a classroom or office can properly evacuate, a safe designated location (the assembly area) must be communicated to all students, faculty, and staff.
- c. Direct persons to go immediately, in a calm and orderly manner, to the assembly area.
- d. Consider persons with disabilities that may need assistance evacuating.
- e. Individuals with disabilities should exit to the next building or outside by horizontal exit (when available) or otherwise to stairway landing (considered an area of refuge). University Police will conduct the rescue.
- f. Do not take personal items.
- g. The last person should close and lock doors behind them while exiting.
- h. You may walk briskly, but do not run.
- i. Do not go to restrooms.
- j. Use stairway or horizontal exit to evacuate.
- k. **DO NOT USE ELEVATORS!**
- l. Do not return to your area for personal belongings.
- m. If smoke is present, stay low. The best quality air is near the floor.

# Evacuation

## Situations that Require Full Building Evacuation

- An evacuation of a building is used to move persons out of a building by a pre-designated route (if usable), to avoid a potentially threatening situation and determines the entire building as unusable until further notice.
- Generally, University Police will announce building evacuation instructions.
- Exit the building and go to your pre-determined assembly area at least 100 feet away from the building.
- Report any missing person to University Police and location where last seen.
- Do not return to the building from your designated area until told to do so by University Police.



## Assembly Areas

Assembly areas for each building must be 100 feet from the building and must not obstruct emergency access to buildings. Work or class groups should remain together to allow for head counts.

## Campus Evacuation

Those students who do not have the means to evacuate or cannot safely evacuate will be directed to community shelters. If a total campus evacuation is needed, assistance will be provided under the Memorandums of Understanding with Lowndes County and the City of Valdosta.

## Evacuees From Other Locations

Evacuees from other locations may be provided with shelter at the President's discretion.



# Fire or Explosion



If You Discover Fire or Smoke  
Remember: R.A.C.E.



**Rescue:** Remove anyone from immediate danger.



**Alarm:** Activate the nearest fire alarm pull station.

**Contain:** Close all doors to confine smoke and fire.

**Extinguish/Evacuate:** If the fire is small, and you have been trained in fire extinguisher use, you can attempt to extinguish a fire.

Otherwise follow your Evacuation Plan and proceed to the nearest exit and to the designated assembly area outside the



# Fire or Explosion

## Evacuation Reminders

- If leaving a room, feel the door with the back of your hand before opening it. Do not open any door that feels hot.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. The best quality air is near the floor.
- Use the stairway or horizontal exit to evacuate.
- **DO NOT USE ELEVATORS!**
- Consider individuals with disabilities who may need assistance evacuating.
- Individuals with disabilities should exit to the next building or outside by horizontal egress (when available) or otherwise to stairway landing (considered an area of refuge).
- Notify University Police of any missing person and where they were last seen.
- Never allow the fire to come between you and the exit.
- University Police monitor all fire alarm signals and will respond.



## If You are Trapped in Your Office or Classroom

- a. Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- b. Try to close as many doors between you and the fire as possible.
- c. Use the telephone to notify 9-1-1 and University Police of your problem and location.
- d. Be prepared to signal your location through the window.
- e. Do not open or break windows unless necessary to alert emergency personnel to your location or to escape.



# Hazardous Material Spills



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# Human Bodily Fluids

Bloodborne Pathogens



## If a Human Body Fluid Spill Should



**Occur** | Blood, Vomit, Feces, Saliva, Urine



- Always notify University Police when exposed to human bodily fluids and seek professional medical treatment.

- Human bodily fluids are also known as bloodborne pathogens.

- Do not clean up a human bodily fluid spill unless you are trained in bloodborne pathogen cleanup procedures.



- Always treat human bodily fluids as an infectious waste.

- Always wear rubber or latex gloves when handling human bodily fluids.

# Human Bodily Fluids

## Bloodborne Pathogens

- When removing gloves, avoid touching contaminated areas of the glove and wash hands thoroughly with soap and water.
- When danger of splashing exists, wear a face shield to prevent human bodily fluids from getting in your eyes, mouth, or nose.
- Avoid getting human bodily fluids in open sores or wounds.
- If human bodily fluids come in contact with your skin, wash the area immediately with soap and water and rinse.
- University Police will contact Custodial for cleanup of human bodily fluids.





# Lockdown

Room, Building, or Campus



## Room Lockdown Response

A Room Lockdown Response is used when it may be more dangerous to evacuate the building than to stay in the assigned rooms. Examples: Violent or potentially violent incident by an angry or deranged person or persons threatening with a gun or other deadly weapon; robbery in progress, etc.



## Room Lockdown Procedure

- a. Remain calm and stay with your group of students, faculty, staff, or visitors.
- b. Lock room doors and windows, and close shades immediately.
- c. Notify University Police of the situation as soon as possible without endangering yourself.
- d. Notify University Police of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
- e. Keep persons quiet and away from door and windows. Consider persons with disabilities who may need assistance.
- f. If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
- g. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.



# Lockdown

Room, Building, or Campus

- h. Notify University Police as soon as possible of any medical emergencies.
- i. Conduct a count of all persons and report any missing person to University Police.
- j. Remain in the secure room until released by University Police.
- k. If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not a straight line.

## Building or Campus Lockdown Response

- a. The decision to initiate a building or campus-wide Lockdown rests with University Police.
- b. A Lockdown consists of moving all students, faculty, staff, and visitors off the grounds and into the buildings, securing all entrances, and denying access to any unauthorized persons.
- c. Always begin the Lockdown procedure immediately following notification to do so.
- d. Cancel all outdoor activities until approved otherwise by University Police.
- e. No person should leave a building under a Lockdown order.
- f. The building or campus Lockdown is to remain in effect until cancelled by University Police.
- g. Ensure all instructions issued by University Police are followed immediately.





# Medical Emergency



## On Main Campus



a. Report all medical emergencies occurring on campus to University Police, 229.259.5555.



b. Always determine and report if the person is conscious or unconscious.

c. University Police will dispatch officers to the scene.

d. All University police officers are trained in first-aid, CPR, and AED use.

e. University Police will call the EMS whenever necessary.

f. The person reporting the emergency must stay on the telephone line until released by the University Police Communications officer (dispatcher) in order to assure that all necessary information is completed.

g. University Police officers will provide first aid until the EMS squad arrives.



- h. The EMS will take over treatment of injured or sick persons and transport them to a local hospital, whenever necessary.
- i. Students, faculty, staff, and visitors needing treatment beyond first-aid will be sent to a local medical establishment or hospital for treatment.

## **Off Campus Sites**

- a. Call 9-1-1 direct on an outside line and request an EMS unit.
- b. Report accid



## Power Outage



- Notify University Police and Plant Operations immediately of a power outage.



- University Police will notify Information Technology to ensure computer systems on uninterruptible power supplies are properly handled.



- Some Valdosta State University buildings are equipped with automatic standby electrical generators that will provide for minimal lighting.
- Remain where you are unless directed by University Police to relocate or evacuate.
- If the situation could expose students, faculty, or staff to danger, implement the appropriate emergency procedures, i.e. evacuate horizontally to another building, or move outside to a safe location.

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# Suspicious Packages & Envelopes

## Examples

- Package or envelope discovered with a powdery substance on the outside.
- Received unexpectedly or sent by someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed addresses, incorrect titles or titles with no names, or misspelling of common words.
- Addressed to someone no longer with the University or with outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Return address not consistent with postmark.
- Unusual weight given package size, lopsided, or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- Marked with restrictive endorsements, such as “Fragile”, “Personal”, “Confidential”, or “Rush-Do-Not-Delay.”
- Strange odor, stains, or noises (rattling, clicking, etc.)
- Appears to contain electrical wire or aluminum foil.





# Suspicious Packages & Envelopes



## What to Do If You Find a Suspicious Package or Envelope

- a. Never touch any package that is suspicious!  
Do not attempt to touch, move, or open, as it could explode or spread.
- b. Isolate the suspicious package by evacuating the room and locking the door, if possible.
- c. If the suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt shock movement. This can cause detonation of certain devices. Gently set the package down.
- d. Call University Police immediately from a safe location. Do not use a radio or cell phone within 100 feet of the object.
- e. Describe what the package looks like and its location.
- f. Evacuate others in the area by following established evacuation procedures.  
Consider persons with disabilities who may need assistance evacuating.
- g. If you have had direct skin contact with the package, wash hands, arms, etc. with soap and rinse with a plentiful quantity of water for 15 minutes
- h. Account for any missing person; always notify University Police of any missing person when evacuating an area.
- i. Always follow precautionary directions given by University officials.



# Tornado, Hurricane or Severe Weather

**Weather Watch** – is issued by the National Weather Service when severe weather conditions are possible in the area.

**Weather Warning** – is issued by the National Weather Service when severe weather has been sighted in the area.

## Hazardous Weather Conditions

The Department of Environmental and Occupational Safety constantly monitors severe and changing weather conditions. Whenever weather conditions become so extreme that they could affect our campus, a decision to postpone or cancel classes may be announced. When in doubt, listen to the area television and radio stations prior to coming to the university. Announcements are also available and will be posted on the website – [www.valdosta.edu](http://www.valdosta.edu). (Please do not call University Police for information.) Should weather become severe after the University opens, impending closing announcements will be made.





## Tornado/Hurricane Warning

Whenever the National Weather Service issues a tornado or hurricane warning, University Police will monitor its path, and if the university is near or within the projected path, University Police will take every precaution necessary to insure that all students, faculty, staff, and visitors remain safe and informed. Valdosta State University does not have specified shelters on campus.

During immediate hazardous weather, such as a tornado, persons already inside should shelter in place since it will be safer to remain in place than to venture outside to move to another area. Persons outdoors should move inside the nearest building and seek shelter in the interior of the building away from doors and windows.

In the event of slow-moving hazardous weather, such as a hurricane, persons should plan to shelter in their residences.







# Emergency Telephones



- North Campus, North of Bridge
- Oak Street Bus Office
- Oak Street Parking Lot - Section E
- Palms Oak St. Side Bus Stop
- Palms Quad (behind Ashley)
- Patterson Hall (South Near Patterson St.)
- PE Complex (South West Corner)
- Pound Hall
- Powell Hall (Facing GA Ave)
- Reade Hall (North Side)
- Student Health Parking Lot
- Student Rec. Rear
- University Center (Ann St.)
- University Center Fountain
- University Union (SE Corner)

Emergency Phones are also located at the main





