

Albany State University
Programs and Activities Serving Minors



Emergency Operations
Information

PURPOSE

This Emergency Operations Informational Documents was created to provide guidance to administrators/directors of programs and activities serving minors as the Emergency Operations Manuals are developed for each program or activity.

This document along with other pertinent information as required by the policies of the University System of Georgia and Albany State University should be housed in a central location easily accessible to program directors, staff, parents and compliance office staff.

Camp Notification to ASU Police Department

Prior to the first day of each camp, the program/activity director must complete the "Emergency Locator List for ASU Summer Camp/Program/Activity and send it to Lt. Brian Covington at the ASU Police Department, brian.covington@asurams.edu with a copy to Shanice.howard@asurams.edu.

This document provides essential emergency information but does not attempt to cover all potential emergency scenarios. Please review the document and train staff, both paid and volunteer, on how to respond.

As always, in the event of a life threatening situation, the first call should be 911. On campus call Central Dispatch at 229-430-3711.



Emergency Locator List for ASU Summer Camp/Program/Activity

Name of program/camp: _____

Date(s) of program/camp: _____

Overnight or Day Camp (Circle One)

If Residential where housed: _____

Name of Camp Sponsor/Director: _____

Administrator/Director: Cell Phone Number: _____

Alternate Contact: _____ **Alternate Phone Number:** _____

Times of Camp and relative locations throughout the day (can attached agenda):

Any additional pertinent information:

Reporting Suspicious Activity

It Takes a Community to Protect a Community

"If You See Something, Say Something" is a national campaign that raises public awareness of the indicators of terrorism and terrorism-related crime, as well as the importance of reporting suspicious activity to state and local law enforcement.

What is suspicious activity?

Suspicious activity is any observed behavior that could indicate terrorism or terrorism-related crime. This includes, but is not limited to:

Unusual items or situations: A vehicle is parked in an odd location, a package/luggage is unattended, a window/door is open that is usually closed, or other out-of-the-ordinary situations occur.

Eliciting information: A person questions individuals at a level beyond curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes, etc.

Observation/surveillance: Someone pays unusual attention to facilities or buildings beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); unusual, repeated, and/or prolonged observation of a building (e.g., with binoculars or video camera); taking notes or measurements; counting paces; sketching floor plans, etc.

Factors such as race, ethnicity, and/or religious affiliation are not suspicious.

Protecting Citizens' Privacy & Civil Liberties

The **"If You See Something, Say Something"** campaign respects citizens' privacy, civil rights, and civil liberties by emphasizing behavior, rather than appearance, in identifying suspicious activity.

How to Report Suspicious Activity

Public safety is everyone's responsibility. If you see suspicious activity, report it to the ASU Police Department or a person of authority.

Describe specifically what you observed, including:

Who, What, When, Where, and Why

Severe Weather

Tornados

The Emergency Management Coordinator and ASU dispatchers will monitor the National Weather Service for severe weather. In the event that the severe weather is in the immediate area, notifications will be made via Blackboard Connect 5 and/or the outdoor Emergency Weather Sirens. ***Albany State University is recognized by the National Weather Service center as a Storm Ready certified University.***

What should I know about tornados?

- Georgia has two tornado seasons: Spring and Fall
- They are caused when several masses of air meet from different directions along a weather front
- Tornados can last from a few seconds to more than an hour
- The base of the storm can be as small as a few feet to over a mile
- The Fujita Scale (F-Scale) is used to measure wind speed which is derived from actual damage caused by the storm

What is a tornado watch?

The National Weather Service issues a **tornado watch** when ***conditions are favorable for the development of tornados.***

What should I do during a tornado watch?

When a tornado watch is issued by the National Weather Service, ASU Police will continue to monitor the weather activity. We do not send out notifications for a tornado watch.

CONTINUE normal activities, but have a safety plan in mind, and be ready to implement it if the warning is issued.

What is a tornado warning?

The National Weather Service issues a **tornado warning** when a tornado ***has been detected or sighted.*** The warning will tell you the location, movement of the severe weather, and an estimated time of expiration.

What should I do during a tornado warning?

When a tornado warning is issued by the National Weather Service, the outdoor weather siren will be activated and the ASU dispatcher will send an alert via Blackboard Connect 5 to the campus community.



TAKE COVER: Instruct students, employees and others in the immediate area to find a wall near the interior of the building, on the lowest level of the building, away from windows and exterior doors. Individuals should curl up in a “ball” or fetal position near the wall, place their hands over their head and remain in that position until the severe weather passes. If outdoors, with no shelter available, lie flat in a nearby ditch and shield the head with arms. For a LAST resort, you should consider using a vehicle as a shelter. **DO not get into the vehicle, but rather crawl under the vehicle and shield your head with your arms.**

Hurricanes

What should I know about Hurricanes?

Hurricane Season is from May 15th thru November 30th.

The hurricane wind scale is categorized from 1 to 5 based on the hurricane’s intensity.

Category	Wind Speeds	Summary of Damages
1	74-95 mph winds	Very dangerous/some damage
2	96-110 mph winds	Extremely dangerous/extensive damage
3	111-130 mph winds	Devastating damage
4	131-155 mph winds	Catastrophic damage
5	> 156 mph winds	Catastrophic damage

What is a Hurricane watch?

The National Weather Service issues a **hurricane watch when hurricane conditions are possible within a specific area.**

What should I do during a hurricane watch?

When a hurricane watch is issued by the National Weather Service, ASU Police will continue to monitor the weather activity. During a watch, prepare and review the evacuation plan just in case an evacuation is ordered. Further instructions will be given by ASU police. **Watches are issued 48 hours in advance of the anticipated onset of tropical storm force winds.**

What is a Hurricane warning?

The National Weather Service issues a **hurricane warning when conditions are expected to produce a hurricane within a specific area.**

What should I do during a hurricane warning?

When a hurricane warning is issued by the National Weather Service, complete storm preparations and immediately leave the threatened area if directed to do so by local officials or ASU police. **Warnings are issued 36 hours in advance of the anticipated onset of tropical storm force winds.**

Definitions

Tropical Depression- An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38mph or less.

Tropical Storm- An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph.

Extreme Wind Warning- Extreme sustained winds of a major hurricane (115mph or greater), usually associated with the eyewall, **expected to begin within an hour of the warning.**

Upon the Arrival of Severe Weather

Staffing

*Each department will need to determine their own staffing needs; **however it is expected that the following departments will identify essential staff to remain on hand while Severe Weather is in progress:***

Student Affairs

University Police

Facilities

Dining Services

The department of Student Affairs can assist in providing temporary housing for staff required to remain on campus.

Evacuation/Shelter

In the event that the housing facilities need to be evacuated for safety purposes, the following locations will be possibly designated as emergency shelters:

Thunderstorms, Lightning, Flooding

What should I know about thunderstorms?

- Thunderstorms are a normal occurrence for Southwest Georgia and often develop with little warning
- These storms are capable of producing large amounts of rain in short periods of time along with lots of lightning
- Hazards to prepare for are wind, lightning, and flash flooding

Straight-line winds are often responsible for most wind damage associated with a thunderstorm. These winds are often confused with tornadoes because of similar damage and wind speeds. However, the strong gusty winds associated with straight-line winds are unlike the rotating winds of a tornado. If you were to survey the damage pattern left by straight-line winds, you would most likely see debris such as uprooted trees laid out in nearly parallel rows.

What should I do during a thunderstorm?

- **SEEK** shelter and avoid driving if the conditions are too dangerous
- **AVOID** windows
- **MONITOR** the National Weather Service

What should I know about lightning?

- Lightning kills more people annually than all other weather hazards combined
- Lightning strikes usually occur close to the rain area and are negatively charged
- The most dangerous lightning is the positively charged ground strike that can occur many miles from the rain area
- If you can hear thunder you are in danger of getting struck by lightning

What should I do when I see lightning?

- **SEEK SHELTER** in a fully enclosed building or car
- **STAY AWAY** from doors, windows and electrical appliances
- **STAY OFF** the phone
- **AVOID** water, high ground, open spaces, metal objects and contact with other people, if outdoors.

What should I know about outdoor flooding?

- Flash flooding occurs quickly and often without warning
- If the area is flooded, do not attempt to drive across
- Stay away from downed power lines

What should I know about indoor flooding?

- If indoor flooding is detected, call ASU Police immediately
- Unplug all electronics and stay out of the water
- Warn others to stay out of the water as well

Snow and Ice

Snow, ice and/or flooding can make travel to and from campus hazardous. When potential or actual conditions develop that would make travel to and from campus hazardous, the following procedure will be followed:

What should I know about Snow and Ice?

Snow and Ice storms typically come with some warning. The ASU Police will monitor the National Weather Service and Georgia Department of Transportation for changing conditions. If the GDOT issues a travel warning for drivers to stay off the roadways, we will consult with the University President for campus closure.

How will I be notified of a campus closure?

Albany State University will use E-Mail notifications, Website notifications, and local media to announce a campus closure.

If I am a campus resident, will I need to go get food?

The ASU Dining Services will continue to operate during emergency situations including snow and ice storms.

Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below:

- If **INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from windows, shelves, and heavy equipment.
- If **OUTDOORS**, move quickly away from buildings, utility poles, or other structures. CAUTION: Always avoid power or utility lines as they may be energized.
- If in an **AUTOMOBILE**, stop in the safest place available, preferably away from the power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary, call 229-430-4711. Protect yourself at all times and be prepared for aftershock.
- Damaged facilities should be reported to ASU Police.
- If an emergency exists, activate the building alarm and call ASU Police, 229-430-4711.

Utility Failure/ Power Outage

In the event of an electrical or plumbing failure, flood, water leak, natural gas or propane leak call ASU Police. ASU Police will coordinate with Facilities and other appropriate authorities.

What should I do if the utility failure causes or has the potential to cause serious danger to persons or property?

- **NOTIFY** ASU Police
- **EVACUATE** the building
- **NOTIFY** the building manager and others in the immediate area as you are exiting the building

What should I do if the building's power is turned off and the building is not equipped with a generator or emergency lighting?

- When the electricity is turned off in a building, smoke detectors and fire alarms no longer function.
- **NOTIFY** your ASU Police
- Wait for instructions of what to do

What should I do if I smell propane or natural gas?

- **LEAVE** the area immediately
- **KEEP** others out of area
- **NOTIFY** ASU Police
- **EVACUATE** the building and others as you are exiting the building

If the utility failure is wide spread ASU Police or other University administrators may order the building or area be evacuated until the problem has been corrected.

- **DO NOT PULL THE FIRE ALARM!**
- **NOTIFY** the building manager and ASU Police

What should I do if there is a power outage?

- Notify ASU Police and Facilities immediately of a power outage.
- ASU Police will notify Information Technology to ensure computer systems on uninterruptible power supplies are properly handled.
- Remain where you are unless directed by ASU Police to relocate or evacuate.
- If the situation could expose students, faculty or staff to danger, implement appropriate emergency procedures, i.e. evacuate to another building, or move outside to a safe location.
- Turn off electrical equipment or appliances that may be damaged or cause damage once power is restored, i.e., computers, monitors-cooking equipment, etc.

- If instructed to evacuate, proceed cautiously to the nearest exit. Consider persons with disabilities who may need assistance evacuating.

MEDICAL EMERGENCY

Medical emergencies may occur at any time and without warning. AEDs are strategically installed in university buildings to be used during a cardiac emergency. ASU Police have the ability to coordinate the response efforts of fire and ambulance emergency services at every campus.

What do I do if there is a medical emergency occurring or one has occurred?

- Call ASU Police
- ASU police will notify the local fire and/or ambulance service
- Provide your name, location, number of people injured, and description of the medical emergency
- Stay on the phone for instructions of what to do
- Stay calm and keep the patient calm as well
- When ASU Police arrive they will administer first aid until EMS arrives, if ASU Police are not on scene and immediate action is required, locate an AED box/ First aid kit and use accordingly.

Explosion

In the event of an explosion on campus take the following actions:

- Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, call 229-430-4711. Give your name and describe the location and the nature of the emergency.
- If necessary, or when directed to do so, activate building alarm.
- When the building evacuation alarm is sounded or when told to leave by University Officials, walk quickly to the nearest marked exit and ask others to do the same.
- **ASSIST DISABLED PERSONS IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC OR CREATE PANIC IN OTHERS.**
- Once outside, move to the area designated as your building assembly area.
- Keep streets and walkways clear for emergency responders as necessary.
- A campus command post may be set up near the disaster site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY AN OFFICIAL.

Fire

All incidents of unintentional/non-control burn fires will be reported to ASU Police immediately whether Fire Department response is required or not. All Department heads, building coordinators, and supervisors will ensure that their employees are aware of the location of the fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exits, windows (if applicable) and reminded not to use elevators in the event of fire.

What should I do if I discover a fire?

- **ACTIVATE THE FIRE ALARM SYSTEM** by pulling one of the pull stations that are located along the exit routes, IF the alarm is not already sounding. **FOLLOW YOUR EVACUATION ROUTE** and evacuate the building through the nearest exit. **DO NOT USE ELEVATORS.**
- **PROCEED** to the pre-determined outdoor assembly area for the building
- **CALL ASU Police** to report the fire.
- **REMAIN OUTSIDE** in the assembly area until you have been told to re-enter the building by the emergency personnel in charge.

What do I need to know about portable fire extinguishers?

- Portable fire extinguishers are installed in every building
- Familiarize yourself with the locations of the fire extinguishers and receive hands-on training.

When should I use a portable fire extinguisher?

Attempt to use fire extinguishers **ONLY** if the following apply:

- The fire is small and can be contained safely with a fire extinguisher
- The exit is clear and there is no imminent danger
- The proper extinguisher is readily available

How do I use a fire extinguisher?

P – pull the pin
A – aim low
S – squeeze
S – sweep

CHEMICAL OR RADIATION SPILL

What are hazardous materials?

Hazardous materials are chemicals, products, and agents that can cause harm to humans or the environment when handled improperly.

What should I do if there is a small spill in the area and personnel trained in Hazardous Material clean up and appropriate spill kits are not available?

- **EVACUATE** the immediate area, or the entire building if necessary
- **KEEP** others out of the area
- **ASSIST** others to safety
- **CALL ASU Police** immediately

What should I do if there is a large spill in the area, or there is a small spill where personnel trained in hazardous material clean up or an appropriate spill kit is not available?

- **EVACUATE** the entire building
- **KEEP** others outside of the area
- **ASSIST** others to safety

- **CALL ASU Police** immediately. They will call the Environmental Health and Safety Coordinator and the local Fire Department.
- **NOTIFY** the building coordinator
- **STAY** outside of the building as decontamination may be necessary

What information do I need to have readily available when reporting a spill?

Your name and location of the incident

Details of the incident including:

Type of incident, liquid spill, gas leak, bio hazardous material, etc.

Type and quantity of hazardous material involved, if known

Type of exposure to personnel, skin or eye contact, inhalation, etc.

Extent of injuries or damage, if applicable

BOMB THREAT

What should I know about bomb threats?

Bomb threats can be classified into two categories:

The Hoax Caller: These threats are generally motivated to create an atmosphere of panic and chaos. Generally, the motive of these callers is to disrupt the normal activities and operations to the location where the explosive device is alleged to be placed.

The Credible Caller: This caller believes that an explosive device has been or will be placed, and he or she wants to warn of the threat to minimize personal injuries or property damage. The caller may be the person placing the bomb or someone who has become aware of information they believe to be credible.

What methods can I receive a bomb threat?

Most of the time, bomb threats occur over the phone, however these threats can also be made via letters, e-mail, and suspicious packages.

The Phone Threat: Telephone bomb threats are the most common. A person receiving a bomb threat by phone **SHOULD NOT** disconnect the caller. Keep the caller on the phone as long as possible and get as much information as possible. Once the call is finished, report the call and information to ASU Police.

Information you should obtain:

When will the bomb explode?

Where is the bomb located?

What kind of bomb is it?

Who is (are) the targets?

Who is the caller and how can he or she be reached?

Why was the bomb placed there?

The Letter Threat: Bomb threats can be received via letter or in another form or writing. If you receive this correspondence, keep all materials and contact ASU Police immediately. The person opening the letter should handle the document as little as possible

The E-Mail Threat: E-mail is becoming a more and more frequent source of harassing communication. Although e-mail is not very private, experienced persons can create e-mail accounts under fictitious names and use public computers to send threats. A person receiving a bomb threat via e-mail should contact ASU Police immediately. Do not delete the message.

The Suspicious Package, Letter or Other Item: Any unusual object or even a strange vehicle should be immediately reported to ASU Police.

What do I do if I receive a bomb threat?

- Keep calm and keep the caller on the line as long as possible. Ask the caller to repeat the message. Record as much of the spoken words made by the person making the call as possible.
- Ask the caller for the exact location and time of possible detonation (if this information was not provided).
- Pay particular attention for any strange or peculiar noises, such as, motors running, background music and type of music, and any other noises, which might give even a remote clue as to the place from which the call is being made
- Listen closely to the voice (male or female), quality of the voice (calm or excited), accents and speech impediments.
DO NOT HANG UP THE PHONE UNTIL THE CALLER HAS DISCONNECTED.
- Call ASU Police immediately when the call has been completed, giving as much information as possible. ASU Police will disseminate the information.
- If the bomb threat is directed to your building, notify the Dean or other appropriate directors and proceed with an orderly evacuation of all building occupants.
- Assemble at an area away from the building or other location as directed by ASU Police.
- Preserve any written, electronic or recorded communications related to the bomb threat for investigation by ASU Police.

Bomb Threat "Check List"

The exact wording of the threat:

Number at which the call is received: _____ Time: _____ Date: _____
Length of call: _____

Questions to ask the caller:

When is the bomb going to explode? _____
What is the exact location of the threat? _____
Where is the bomb right now? _____
What does the bomb look like? _____

What kind of bomb is it? _____
What will cause the bomb to explode? _____
Did you place the bomb? _____
Why? _____
What is your name? _____
What is your address? _____

Sex of caller: _____ Race: _____

Caller's language

Well spoken (educated) Foul Irrational Incoherent Taped

Message Read

Caller's Voice

Calm Nasal Angry Stutter Excited Cracking Voice

Lisp Slow Raspy Soft Deep Distinct

Loud

Accent Ragged

Crying Laughter

Slurred Familiar

Normal Clear throat

Disguised Whispered

If voice is familiar, who did it sound like?

Background sounds:

Street Animal Noises Voices PA System Music

House Motor Office machinery Factory machinery noises

Disguised Clear Static Local Long Distance

Booth Other

Date: _____ Name: _____

Position: _____

Phone Number: _____

After the conversation, call ASU Police IMMEDIATELY and follow the instructions of the Dispatcher!!!

SUSPICIOUS PACKAGES AND LETTERS

1. Characteristics of Suspicious packages

Mail and package deliveries to each department should be screened for suspicious letters and/or packages. Some common features of threat letters/packages include the following, but the presence of one or more of these elements does not always mean that the package is suspicious. The evaluation depends upon the judgment of the individual screening the mail.

Potential Elements of Suspicion:

- Fictitious, unfamiliar or no return address
- Handwritten or poorly typed address
- Address to a title only or an incorrect title
- Mailed from a foreign country
- Excessive postage
- Excessive string or tape on package
- Misspelling of common words
- Restrictive markings such as "Confidential", "Personal", etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Discoloration or stains

2. Do Not Open or Handle

Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary. If there is nothing leaking from the suspicious item leave it alone and **CALL ASU POLICE**. Keep others away from the area.

3. Letter or Package Claiming Contamination

If you open a letter/package with information that claims to have contaminated you, but there is no substance seen or felt in the envelope or on the letter, the chances are that you have not been contaminated. **CALL ASU POLICE** and tell them exactly what has happened. They will dispatch the appropriate personnel to your location to follow-up on your possible exposure and to document what has taken place. Secure the area until ASU Police arrive. Do not handle the suspicious item anymore and do not let anyone else handle the item.

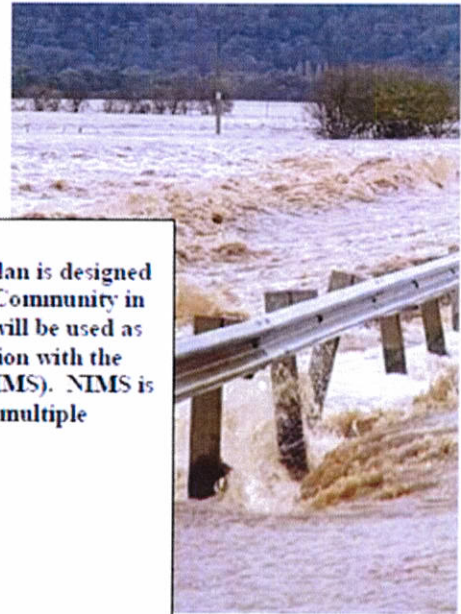
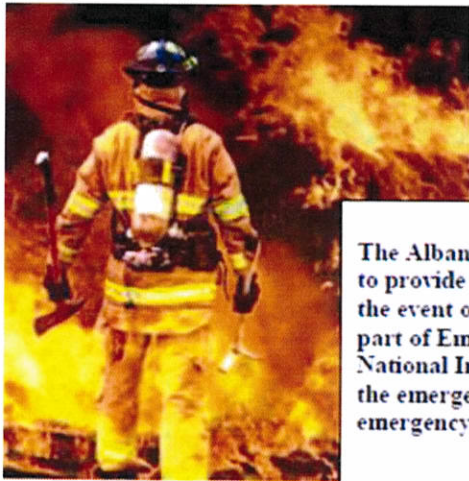
4. Letter or Package with a Foreign Substance

If you open a letter/package that claims to have contaminated you or there is some sort of foreign substance in the envelope or package, place the letter back into the envelope/package and close it back up. The person that opened the envelope/package and anyone who came in contact with the envelope/package or its contents after it was opened should immediately leave the room and wash their hands with soap and water. Remove any clothing that has the substance on it and place the contaminated clothing in a plastic trash bag. Then wash your hands with soap and water. **CALL ASU POLICE** to report the letter and tell the dispatcher you have opened the envelope/package, there is a substance inside, and what you have done up to that point.

5. The Risk will be Evaluated and Further Measures Taken If Necessary

The ASU Police and the local Fire Department can evaluate the risk to those in the room at the time of potential exposure as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the area involved to normal activity will begin as soon as possible.

Albany State University Building Evacuation and Shelter in Place Plan



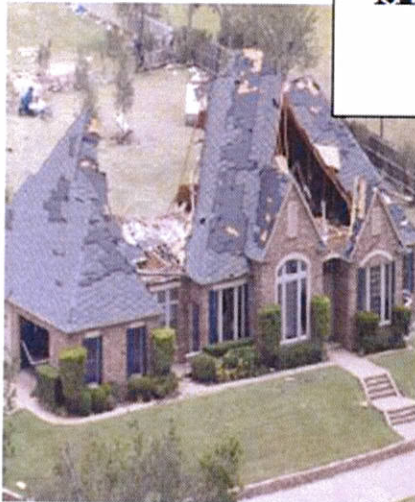
The Albany State University Evacuation Plan is designed to provide guidance for the ASU Campus Community in the event of a crisis on campus. The plan will be used as part of Emergency Operations in conjunction with the National Incident Management System (NIMS). NIMS is the emergency guidelines which is used by multiple emergency responders.

FIRE

TORNADO

HURRICANE

MAN-MADE DISASTER



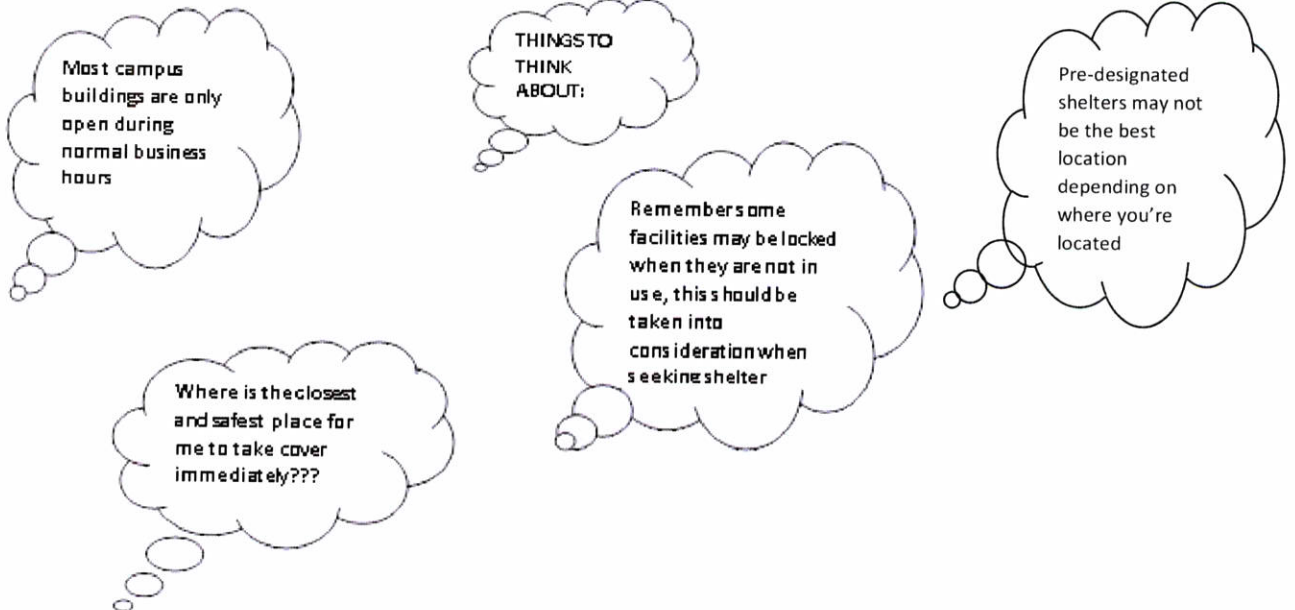
Evacuation and Shelter

The evacuation/shelter plan is to be implemented upon notification from the Police Department. In the event of building evacuation, all students, faculty, staff and visitors are to proceed to the nearest exit (if not obstructed) and meet at the designated areas and remain until accounted for by a designee. In the event of a tornado warning or severe weather conditions, all students, faculty, staff and visitors are to proceed to the designated shelters within each facility on campus and remain until accounted for or conditions permit departure. Detailed list on next page.

- During a contained incident, local law enforcement and fire departments will provide evacuation and search and rescue services, as resources allow. Other organizations may provide assistance, including health, engineering, and local organizations, such as the American Red Cross.
- In a large scale incident, local fire and law enforcement capability may be overwhelmed due to evacuation and emergency search and rescue operations.

The following shelter list can be altered to fit circumstances. If by any chance students, faculty, or staff are unable to locate a designated shelter, seek shelter in place. Always stay clear of windows, go to the lowest level, and do not use elevators. Bathrooms and hallways are also a good option.

Pre-designated Shelters are used when conditions aren't inclement and time is on your side.



	Location	Evacuation	Shelter
East ASU Campus Upper Campus	ASU Early Learning Center	Occupants should exit the building and assemble across the street in the west parking area of the Hyper Gym	Occupants should assemble in the hallways and bathrooms without windows. Stay away from doors and windows
	Billy C. Black Building	Occupants should exit the building and assemble in the BCB parking area located on the east side of the building.	Occupants should assemble in Rooms 141, 143 or 150(Auditorium) - Predesignated Shelter all located on the first floor.
	Central Energy Plant (CEP) ASU Police Department	Occupants should exit the facility and assemble in BCB parking area.	Occupants should assemble in either the restrooms and or rooms 105,110 and 112.
	Health and Physical Education Building (HYPER)	Occupants should exit the building and assemble in the student parking area located on the east side of the building.	Occupants should assemble in the locker rooms and the sports medicine or weight room.
	Lovett Hall	Occupants should exit the building and assemble on the grassy area south of the building near North Joseph Holley Drive.	Occupants should assemble in the bathrooms and the Kitchen area. If you are in the west or east locker rooms, remain there until an "All Clear" notice has been given.
	The Quarterback Club	Occupants should exit the building and assemble on the grassy areas south of the building near North Joseph Holley Drive.	Occupants should assemble in both bathrooms or in the storage room by the kitchen area.
	Lower Campus	Daisy Brown Building	Occupants should proceed to the Pedestrian Mall Area

	Location	Evacuation	Shelter
Lower Campus	Harnett Hall (Criminal Justice)	Occupants should exit the building and assemble in the large parking area in front of the Harnett Hall Building.	Occupants should assemble in the auditorium located on the first floor of the building, room 111. The bathrooms are also suitable for shelter.
	James Pendergrast Memorial Library	Occupants on the first floor of the library should proceed to the parking lot area on the north side of the Pedestrian Mall. Occupants on the second and third floors should proceed to the parking lot area on the southeast side of the building near the main entrance	Occupants should assemble in the first floor auditorium (room 114).
	Military Science Facility: ROTC	Occupants should exit the building and assemble in the parking lot in the front of the R.O.T.C. building.	Occupants should assemble in the classrooms or the bathrooms
	Orene Hall	Occupants should proceed out of the facility and assemble in the parking lot area located on the north side of the facility.	Occupants in the building should assemble in the basement of the facility located in the rear of the building
	Peace Hall	Occupants should exit the facility and assemble in the parking lot area in front of Sanford Hall.	Occupants should assemble in conference room of the facility room 127 or first floor office spaces on the east end of the hallway.

	Location	Evacuation	Shelter
Lower Campus	Reese Building	Occupants should exit the building and assemble in the parking lot area near the track.	Occupants should assemble in the post office located on the first floor. The bathroom is also suitable for shelter
	Sanford Gym	Occupants should exit the building and assemble in the parking lot area near the track.	Occupants should assemble in the meeting rooms located around the south entrance.
North Campus	Facilities Management	Occupants should exit the building and assemble in the large parking area located across from Simmons Hall.	Occupants should assemble in the back hallway bathrooms and office spaces rooms 104, 105, 106, 116 and 117.
	New Student Center	Occupants should exit the building and assemble in the Pedestrian Mall area if on the first floor. Occupants on the second floor	Occupants on the first floor should assemble in the restrooms. Occupants on the second floor should assemble in the following areas:
	Old Presidents House	Occupants should proceed to the rear parking area of the facility.	Occupants should assemble in the kitchen and/or bathroom of the facility.
	Simmons Hall	Occupants should exit the building and assemble in the large Simmons parking area in front of the building.	Occupants should assemble in the auditorium located on the first floor if the building room 101 or rooms 103,111 and 112.

	Location	Evacuation	Shelter
North Campus	Chilaca's (Hall 4)	Occupants should exit the building and assemble in Residence Hall 3 parking area.	Occupants should assemble in the storage rooms.
	South Residence Hall	Occupants should exit the building and assemble in the ROTC parking lot.	Occupants should assemble in the hallways of the first floor of the facility. Close all doors and windows. Do not remain in rooms with exposed windows. Bathrooms are also suitable for shelter.
	Residence Halls 1 & 2	Occupants should exit the building and assemble in the east parking area of the Pendergrast Library near Radium Springs Road.	Occupants should assemble in the hallways of the first floor of the building. Close all doors and windows. Do not remain in upper floor rooms. Stay away from rooms with exposed windows. First floor rooms without windows and bathrooms are most suitable for shelter.
	Residence Halls 3 & 4	Occupants should exit the building and assemble in Residence Hall 3 parking area and on the south side roadway grassy area and the gravel parking area.	Occupants should assemble in the hallways of the first of the building. Close all doors and windows. Do not remain in the upper floor rooms. Stay away from rooms with exposed windows. First floor rooms without windows and bathrooms are most suitable for shelter.

	Location	Evacuation	Shelter
North Campus	Wiley and Gibson Hall	Occupants should exit the building and assemble in the parking lot near Daisy Brown Building.	Occupants should assemble in the hallways of the first floor of the building. Close all doors windows. Do not remain in offices with exposed windows.
	East Resident Hall	Occupants should exit the building and assemble in the South ROTC parking lot.	Occupants should assemble in the hallways of the first floor of the facility. Close all doors and windows. Do not remain in rooms with exposed windows. Bathrooms are also suitable for shelter.
	North Residence Hall	Occupants should exit the building and assemble in the ROTC parking lot.	Occupants should assemble in the hallways of the first floors of the building. Close all windows and doors. Do not remain in the rooms with exposed windows. Bathrooms are also suitable for shelter.
	Residence Halls 5 & 6	Occupants should exit the building and assemble in the residence student parking area and the overflow parking area (East parking).	Occupants should assemble in hallway of the first floor of the building. Close all doors and windows. Do not remain on the upper floors. Stay away from rooms with exposed windows. First floor rooms without windows and bathrooms are most suitable for shelter.

	Location	Evacuation	Shelter
West ASU Campus	Building A- Technology/Computer Lab	Proceed North of A Building to the grassy area at the far end of the loop.	Occupants should assemble in the hallways of the first floor of the facility. Close all doors and windows. Do not remain in rooms with exposed windows. Bathrooms are also suitable for shelter.
	Building B- Math and Dental Hygiene	Proceed south across the student parking lot to the grassy area.	Occupants should assemble in hallway of the first floor of the building. Close all doors and windows. Do not remain on the upper floors. Stay away from rooms with exposed windows. First floor rooms without windows and bathroom are most suitable for shelter.
	Building C- Student Center	Proceed south across the student parking lot to the grassy area.	Occupants on the first floor should assemble in the restrooms. Occupants on the second floor should assemble in the following areas: Dining Hall hallway area of the ballroom.
	Building D- Plant Operations	Proceed north of the Plant Operations building to the grassy area across the parking lot.	Occupants should assemble in the bathrooms.

	Location	Evacuation	Shelter
	Building E- Physical Education	Proceed southwest of E building to the tennis courts.	Occupants should assemble in the locker rooms and the sports medicine or weight room.
	Building F- Arts and Humanities	Proceed northwest of F Building and west of the library to the grassy area.	Occupants should assemble in hallway of the first floor of the building. Close all doors and windows. Do not remain on the upper floors. Stay away from rooms with exposed windows. First floor rooms without windows and bathroom are most suitable for shelter.
	Building G- Library and Testing Center	Proceed to the west side of the G building to the grassy area behind the library facing the gym side (200 feet from the building).	Occupants should assemble in the back hallway, bathrooms, and office spaces.
	Building H- Warehouse	Proceed to the southeast corner of the parking lot located to the east of the warehouse (graveled covered parking lot).	Occupants should assemble in the bathrooms.
	Building I- Business and Social Science	Proceed north of I building across the faculty parking lot and to the grassy area.	Occupants should assemble in hallway of the first floor of the building. Close all doors and windows. Stay away from rooms with exposed windows.

	Location	Evacuation	Shelter
	Building J- Allied Health	Proceed east of J building and cross the access road.	Occupants should assemble in the first floor auditorium.
	Building K- Academic Services	Proceed north of K building across the faculty parking lot and to the grassy area.	Occupants should assemble in the hallways of the first floor of the building. Close all doors windows. Do not remain in offices with exposed windows.
	Building L- Nursing	Proceed to the front lawn (west side) of the Nursing building	Occupants should assemble in the first floor auditorium.
	Building M- Bookstore	Proceed south across the student parking lot to the grassy area.	Occupants should assemble in the rear office.
	West Commons	Proceed to east side of building (by woods).	Occupants should assemble in the hallways of the first floor of the building. Close all doors windows. Do not remain in offices with exposed windows. Bathroom also suitable for shelter.
	Village South (West)	Proceed to grass area located near northeast corner of Foundation Lane.	Occupants should assemble in the hallways of the first floor of the building. Close all doors windows. Do not remain in offices with exposed windows. Bathrooms also suitable for shelter.

	Location	Evacuation	Shelter
New Fine Arts Building East Campus	First Floor	Exits are located in each corner of the building. Proceed into the parking lot	Occupants should assemble in hallway. First floor rooms without windows and bathroom are most suitable for shelter.
	Second Floor	Take nearest exit down the stairs to the first floor then proceed to the nearest exit. Proceed across the street in to parking lot.	Occupants should assemble in hallway of the first floor of the building. Do not remain on the upper floors. Stay away from rooms with exposed windows.
	Third Floor	Take nearest exit down the stairs to the first floor then proceed to the nearest exit. Proceed across the street in to parking lot.	Occupants should assemble in the hallways of the first floor of the building. Close all doors and windows. Bathrooms also suitable for shelter.
Cordele Campus	First Floor	Exits are located in each corner of the first floor. Proceed across the street into parking lot.	Occupants should assemble in the bathrooms.
	Third Floor	Take nearest exit down the stairs to the first floor then proceed to the nearest exit. Proceed across the street in to parking lot.	Occupants should assemble in the hallways of the first floor of the building. Close all doors and windows. Do not remain in offices with exposed windows. Bathrooms also suitable for shelter.

Assisting Individuals with Special Needs

Individuals who are blind or have low vision

- **Communicate nature of emergency.** Describe nature of emergency and the location if relevant.
- **Offer assistance.** Offer your arm to assist with guiding the individual.
- **Communicate verbally.** Provide details about where you are going and any obstacles the person may encounter along the route
- **Orient and inquire.** Once at a safe location, orient the individual to the location and inquire if further assistance is needed before leaving the location.

Individuals who are deaf or hard of hearing

- **Alert individual.** Turn the lights on/off or wave your arms to gain the person's attention.
- **Use gestures or written notes.** Indicate directions with gestures or write a note with evacuation instructions.

Individuals with mobility limitations- Non wheelchair users

- **Discuss needs and preferences- ask if assistance is needed.** Inquire if the person is able to evacuate using the stairs without help or with minor assistance
- **Ensure clear path of travel.** If debris is present, it may be necessary to clear a path to the exit route.
- **No imminent danger.** If there is no imminent danger, the person may choose to remain in the building or to be directed to an Area of Refuge (stairwell) until emergency personnel arrive.
- **Imminent danger.** If danger is imminent, use a sturdy chair, with or without wheels, to move the person, or help carry the person to safety using a carry technique, or, if available, use an evacuation chair.
- **Mobility aids or devices.** Return any mobility aids or devices to the person as soon as possible.
- **Notify emergency personnel.** Notify emergency personnel immediately about any individuals remaining in the building and their locations.

Mobility limitations- Wheelchair User

- **Discuss needs and preferences.** Non-ambulatory persons' needs and preferences vary widely and therefore require you to ask them how they would like to be assisted.

- **Wheelchair-user on the ground floor.** Individuals who use wheelchairs may choose to evacuate themselves from the ground floor with minimal assistance.
- **Ensure clear path of travel.** If debris is present, it may be necessary to clear a path to the exit.
- **No imminent danger.** If there is no imminent danger, the person may choose to remain in the building or to be directed to a safe area (stairwell) until emergency personnel arrive. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.
- **Imminent danger.** If danger is imminent and the individual does not wish to be removed from his or her wheelchair, direct the person to the nearest safe area (stairwell) and notify emergency personnel immediately. While staying in place, the wheelchair user should keep in direct contact with ASU Communications by dialing (229) 430-4711 from a (cell) phone and reporting directly pertinent information including the location.

Carrying Techniques

One person Carry Technique (The Cradle Lift)

- The Cradle Lift is the preferred carry method when the person to be carried has little to no arm strength.

Two person Carry Technique (The Swing Carry or Chair Carry)

- Carry partners stand on opposite sides of the individual.
- Wrap individual's closest arm around one carry partner's shoulder.
- Grasp carry partner's forearm behind the individual in the small of the back.
- Reach under the individual's knees to grasp the wrist of carry partner's other hand.
- Both carry partners should then lean in close to the individual and lift on the count of three.
- Continue pressing into the individual being carried for additional support in the carry.

If you observe a person with a disability having difficulty evacuating, remember to ask if assistance is needed before taking action.

Faculty, Staff and Student Crisis Response

Albany State University has resources and professionals to deal with a crisis that may take place on its campus. The focus is to narrow down the time, focus on intervention, identify the crisis, confront and resolve the crisis, restore equilibrium, and support appropriate adaptive responses.

What is psychological crisis?

A Psychological crisis exists when an individual is threatening to harm themselves or others, or is out of touch with reality.

The crisis can manifest as Paranoia, Hallucinations, Uncontrollable behavior, or withdrawal.

Crises: shall include but is not limited to situations involving the death of a student, staff member, faculty member, or member of a student's immediate family by suicide, substance abuse, illness, or accident.

Critical incidents: shall include situations involving threats of harm to students, personnel or facilities. Critical incidents include but are not limited natural disasters, fire, use of weapons/explosives, and the taking of hostages. Such incidents require an interagency response involving law enforcement and/or emergency services agencies.

PROCEDURES

- Should you come in contact with someone experiencing a crisis, do not attempt to handle the potentially dangerous situation alone
- **Call ASU Police**
- The safety of the person in crisis and those around him should be your first concern. ASU Police will work closely with campus counseling professionals when necessary to correct the situation.

Other Resources:

GLBT National Youth Talkline: 1-800-246-7743

Suicide Prevention Line: 1-800-273-8255

Ga Crisis Line: 1-800-715-4225

ASU Counseling and Disability Office 229-500-2013

Albany State University Police Department 229-430-4711 and Albany 911)

Freedom of Expression Policy

Albany State University (“ASU”) is committed to respecting the First Amendment rights of all individuals, including freedom of speech, freedom of expression, and the right to peaceably assemble. View the full policy [HERE](#).

Demonstrations should not be disrupted unless they interfere with normal operations, proper protocol was not followed, or there is a threat of harm to persons or property.

Suicide Protocol and Procedures

All college and university campuses need to be aware of the need to be prepared to deal with students who are under extreme emotional distress. Some students who are under stress may have suicidal thoughts, or attempt suicide. It is very important that all universities and colleges develop protocols so that the campus can handle crisis situations in a methodical and consistent manner.

All procedures **MUST** be followed by the faculty and staff of Albany State University.

- 1. Immediately Call 911 and ASU Police Department (ASU PD) (229) 430- 4711
Take any threat of self-harm seriously**
- 2. Please remain calm and call/send for help.**
- 3. Please remain with the student until proper authorities arrive to secure the location.
Do Not Leave Person Alone.**
- 4. ASU PD will contact the Counseling Director, and/or Housing Director and/or other resource persons at Albany State University.**
- 5. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility and contact Student Affairs.**

If a student needs to be transported to a psychiatric facility for further evaluation, that process will be more productive if the ASU PD or Counseling Director and/or staff contact the facility, either by phone or in person, to give them the information about what has been going on. This information will help the personnel do a better evaluation.

- 6. ASU PD or the Vice President for Student Affairs will contact family members or the guardian of the student if necessary.**

The Counseling Department will provide counseling to those who may have been affected by the events.

- 7. File a report of incident. Proper documentation of the incident is very important.**

Missing Person Protocol

Introduction

Albany State University (ASU) is committed to creating and preserving a safe and secure environment for its campus constituents. In order to support this commitment, this Policy sets forth rules and procedures to be followed in the event a person who resides in an ASU campus housing facility, is participating in an ASU sponsored activity, and/or is an enrolled student is reported missing.

Purpose

The Clery Act requires institutions that maintain on campus housing facilities to establish policies and procedures to address reports of missing students. Since individuals other than those enrolled in classes at ASU may reside in the campus housing facility, the intent is to cover those persons as well.

Definition

Missing Person: For the purpose of this policy, the term “missing person” generally refers to any person who was residing in an ASU residential facility, participating in an ASU sponsored/sanctioned activity, and/or enrolled as an ASU student at the time he/she is believed to have gone missing.

Scope

This policy outlines the actions which will be taken when a person is reported missing and it is determined the he or she has been missing for 24 hours or greater.

Policy

Members of the University community should immediately report a missing person(s) to the Albany State University Policy Department (ASUPD) by calling 229-430-4711. Within the University, responsibility for investigation of a missing person report rests with the ASUPD. There is no waiting period for reporting a missing person. Responding officers will carefully record and investigate the factual circumstances surrounding the disappearance in accordance with Departmental directives. Particular care will be exercised in instances involving those who may be mentally or physically impaired or others who are insufficiently prepared to care for themselves.

The full missing person protocol can be located at <https://www.asurams.edu/fiscal-affairs/police/missing-persons-protocol.php>.

Emergency Procedures for Violent or Criminal Behavior

Everyone is asked to assist in making the campus safe by being alert, and reporting suspicious activity promptly.

If you witness any criminal or violent behavior, AVOID RISKS, notify the ASU Police immediately via Phone or Emergency Callbox.

Have the following information readily available:

1. Nature of the Incident
2. Location of the Incident
3. Description of the person or persons involved
4. Description of property involved (weapons)

Keep a visual on the suspect and assist the officers when they arrive by supplying them with additional information. Encourage others to cooperate as well.

Hostage Situations

What should I do if I am taken hostage?

- Be patient. Time is on your side. Avoid drastic actions.
- The initial 45 minutes are the most dangerous, follow instructions.
- Be alert and cooperative, do not make mistakes which could endanger your well-being
- Do not speak unless spoken to and then only when necessary. Avoid appearing hostile. Do not talk down to the captor who may be agitated.
- Remain calm and avoid speculation. Comply with instructions as best as you can, avoid arguments.
- Be observant. The personal safety of yourself and others may depend on your memory.
- Expect the unexpected.

Active Shooter Emergency Preparedness

If the situation should arise where someone has entered the campus area and started shooting or has threatened to do so, Albany State University will enter into a lockdown mode. Be advised that these situations are highly unpredictable, and the following guidelines are based on past experiences. Altering responses may be necessary depending on the situation.

When an active shooter begins their attack it is imperative that the initial police responders immediately pursue and establish contact with the shooter at their earliest opportunity. The sooner the shooter can be contained, captured, or neutralized, the fewer casualties. ASU Police officers have trained to respond to any potential threat to the campus community. We must be smart in the swift decisions we make during an emergency which comes with training and yields an equal efficient response.

Lockdown Procedures:

If you are in a building and you hear gunfire or receive an emergency notification stating that the campus is on lockdown due to gunfire, follow these steps:

1. Go to the nearest room, office, or closet
2. Close and lock the door
3. If possible, cover the doors and windows
4. Place whatever you can in front of the door to prevent anyone from entering
5. Notify ASU Police, provide as much information as possible
 - Your name
 - Location
 - Number of shooters
 - Identification of the shooter
 - Type of weapon (handgun, rifle...etc.)
 - Your current location
 - Location of known victims
6. Stay quiet and out of sight
7. Stay barricaded inside the room, closet, etc. until you're escorted out by an emergency official or given an "All Clear" notification message.

If you are outside and hear gunfire, run off campus and seek shelter.

Be mindful of those with disabilities who may need assistance.

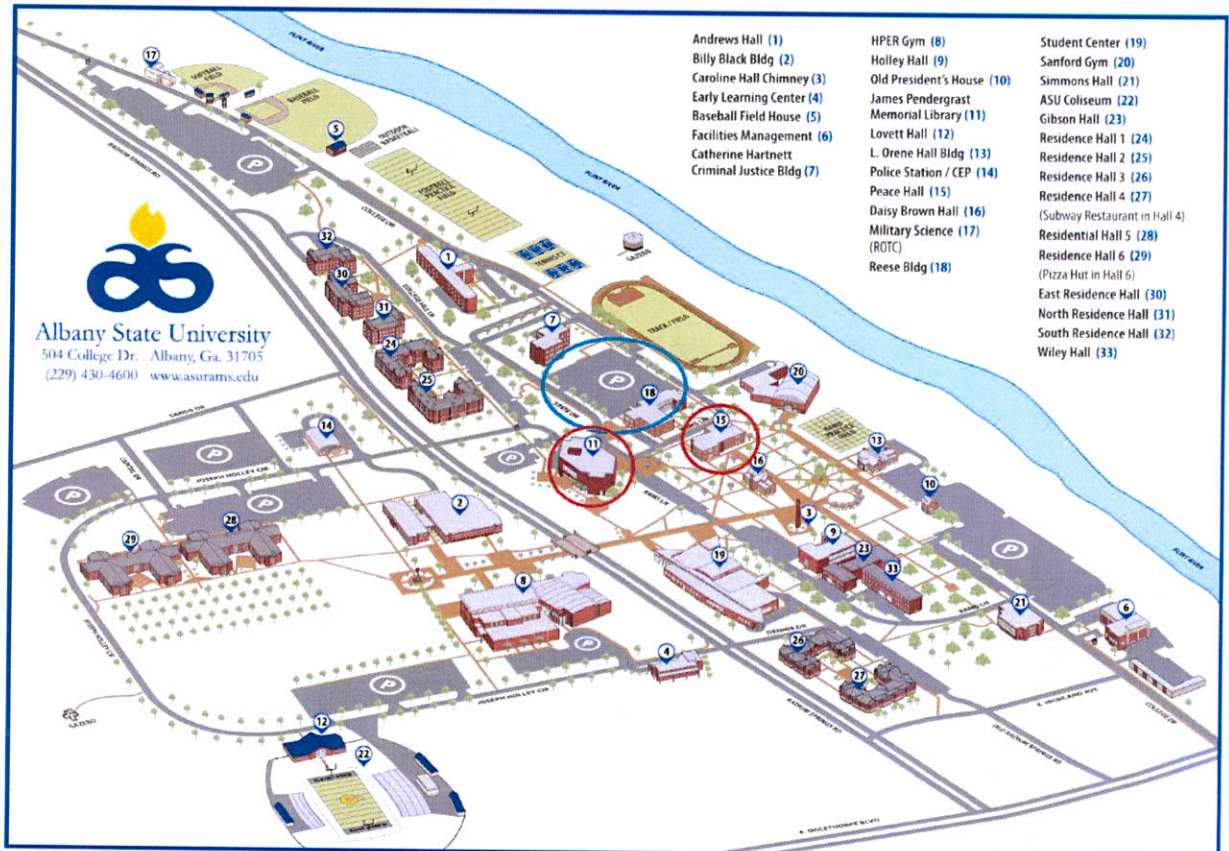
Training and Drills

The Albany State University provides training through departmental request as well as scheduled drills, tabletop exercises, and departmental training. ALERRT (Advanced Law Enforcement Rapid Response Training) training is conducted several times a year which covers techniques for engaging a suspect, entering rooms, and active shooter response for law enforcement. We also offer CRASE (Civilian Response to Active Shooter Events) training to prepare faculty, staff, and students to respond to active shooters.

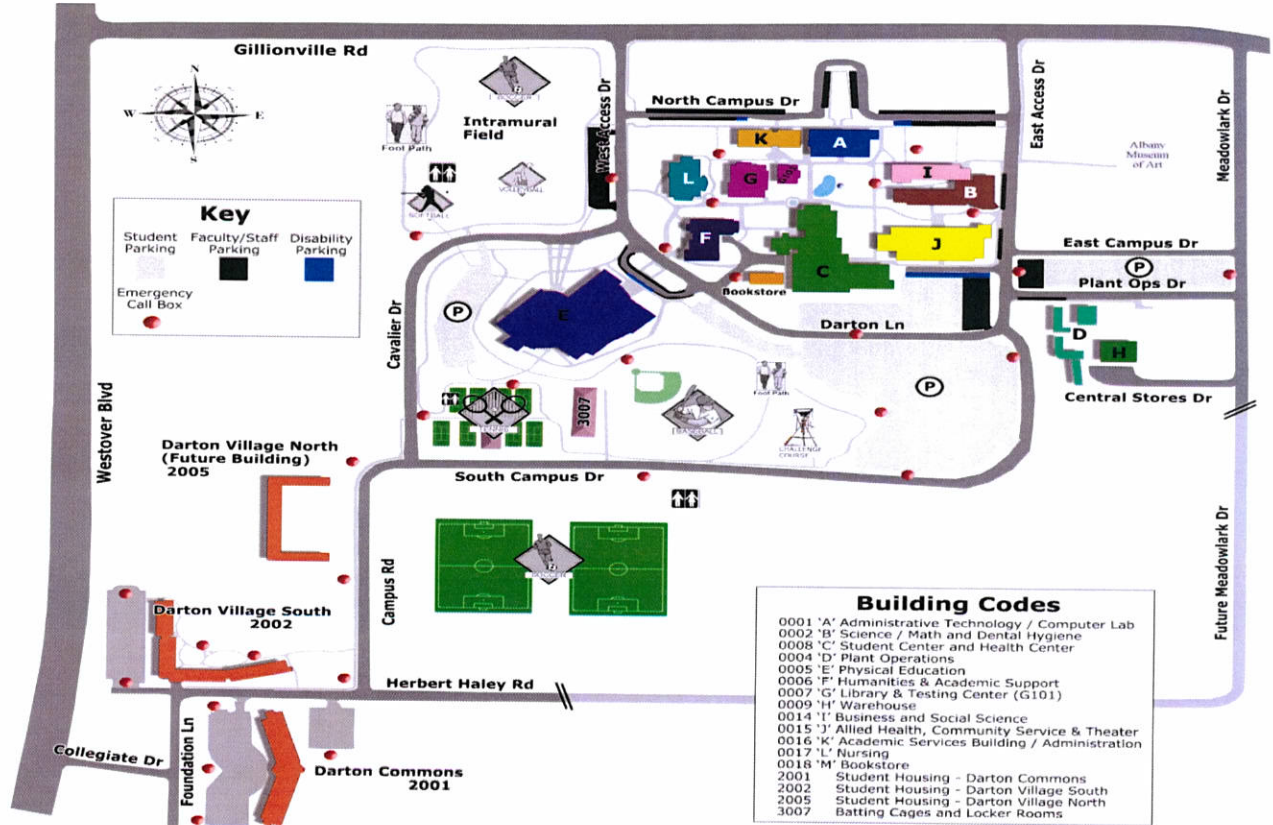
Albany State University also takes fire safety very seriously and continues to enhance its programs to the university community through education, engineering and enforcement. Education programs are presented throughout the year to faculty, staff and students so they are aware of the rules and safe practices. These programs, which are available at designated campus locations, include identification and prevention of hazards, actual building evacuation procedures and drill, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

All residence halls on both campuses have emergency evacuation plans and conduct fire drills twice a semester (September, November, February, and April) during the school year to allow occupants to become familiar with and practice their evacuation skills.

Albany State University's Radium Springs East Campus



Albany State University's Gillionville West Campus



Albany State University's Cordele Campus

