

# Office of Emergency Management

The Office of Emergency Management, a division of the CSU Police Department, has the primary responsibility of the emergency management function at Columbus State University.

For emergencies, please call **706-507-8911** or dial **911**.

For non-emergencies, please call **706-568-2022**.

## Emergency Procedures

### Active Shooter



- If possible, exit the building as safely and quickly as possible.
- If escape is impossible, immediately shelter in a classroom, meeting room, closet, etc.
- Lock and barricade the door with anything possible to prevent entry.
- Stay quiet, turn off lights, silence cell phones, and move out of view if possible.
- Message University Police through the Rave Guardian app, or (if possible) call UPD at [706-507-8911](tel:706-507-8911) or [911](tel:911).
- Monitor CougarAlert for updates or an all-clear.
- If barricaded, wait for emergency responders to assist you in leaving the building.

### Bomb Threat



- If you receive a bomb threat by telephone, remain calm and keep the caller on the phone as long as possible; signal someone nearby to call University Police at [706-507-8911](tel:706-507-8911) or [911](tel:911).
- Ask the caller for the exact location and time of possible detonation.
- Listen closely for the gender of the voice, for whether they are calm or excited, or for any distinguishing accents, speech impediments, etc.
- Pay particular attention to any strange background noises, such as engine noise or music.
- Call University Police at [706-507-8911](tel:706-507-8911) or [911](tel:911) immediately after the call disconnects for guidance.

#### Fire



- Call University Police at [706-507-8911](tel:706-507-8911) or [911](tel:911).
- If the fire appears controllable, locate a fire extinguisher and spray at the base of the fire.
- When the fire alarm is activated, immediate evacuation is mandatory; do not use elevators.
- Assist those who may require help.
- Take personal belongings with you.
- Do not re-enter the building until authorized to do so by emergency responders.

#### Gas Leak



- Immediately put out all burners and flames.
- Turn off any gas sources, if present (e.g., in a lab).
- Evacuate the area or building.
- Open windows and doors to allow ventilation as you leave, if possible.
- Call University Police at [706-507-8911](tel:706-507-8911) or [911](tel:911).

#### Hazardous Spill



- Call University Police at [706-507-8911](tel:706-507-8911) or [911](tel:911).
- Report the type of incident (e.g., liquid spill, gas leak, biohazardous material, etc.) and follow UPD's guidance.
- Report the quantity and type of injuries, if applicable.
- Evacuate others away from the immediate area; gaseous contaminations may require evacuation of a larger area.
- Quarantine people who may have been exposed to the hazardous material.
- Keep others away from the affected area until first responders arrive.

#### Medical Emergency



- Call University Police at [706-507-8911](tel:706-507-8911) or [911](tel:911).
- Give as much information as possible regarding the nature of the illness or injury, such as the victim's location, if they are conscious, breathing, bleeding, or if any hazardous materials are involved.
- Ensure the scene is safe, and the victim is not in other immediate danger.
- Do not move the victim unless there is a danger of further injury.
- Reserve first aid, particularly to stop heavy bleeding, for trained individuals.
- Remain on the scene with the victim until medical responders arrive.

#### Severe Weather



- Seek shelter immediately in your building's lowest interior area without windows; do not use elevators.
- If outdoors, lie in a ditch or low-lying area or crouch near a strong building if shelter is unavailable or if there is no time to get indoors.
- Monitor CougarAlert, TV stations, smartphone weather apps, [NOAA.gov](http://NOAA.gov), and weather radio broadcasts for updates.
- Call University Police at [706-507-8911](tel:706-507-8911) or [911](tel:911) to report injuries or property damage when it is safe to do so.

#### "Shelter In Place" Order



- Find a location that can be secured by a locking door, heavy furniture, etc.
- Turn off all lights, silence all phones, and await further CougarAlert instructions.
- If possible, seal the room by placing clothing or other material in the gap between the floor and the bottom of the door.
- Message University Police through the Rave Guardian app, or call University Police at [706-507-8911](tel:706-507-8911) or [911](tel:911) only if you feel safe doing so.
- Do not open the door until instructed by University Police or responding authorities.
- Await the "all clear" from CougarAlert or responding authorities.

#### Suspicious Package



- Call University Police at [706-507-8911](tel:706-507-8911) or [911](tel:911).
- Look for potential elements of suspicion, such as:
  - a fictitious or unfamiliar return address;
  - handwritten, poorly written, or misspelled information;
  - stains, powder, or unusual weight;
  - restricting markings, such as "confidential" or "private."
- DO NOT open or handle the package, if possible.
- Direct others in the vicinity of the package away from the area.