

Emergency Evacuation Procedures

Summary

The Procedures for the CSU Student Rec Center Emergency Evacuations

Purpose

To provide guidance on the procedures for the CSU Student Rec Center emergency evacuations in a variety of situations.

Procedures

Emergency Plans

Bomb Threats

- There are only two reasonable explanations for a call reporting that there is a bomb in a particular location:
 - The caller has knowledge or believes that an explosive device has been placed in the location and he/she wants to minimize personal injury or property damage.
 - The caller wants to create an atmosphere of anxiety and panic to disrupt normal activities. The vast majority of bomb threats turn out to be a hoax; however, it is practically impossible to determine immediately whether the threat is real or a hoax.
- Therefore, for the safety of people, buildings should be evacuated when a bomb threat is received. When a bomb threat is called in:
 - Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
 - If the caller does not indicate the location of the bomb or the time of possible detonation, you should ask him/her for this information.
 - Inform the caller that the building is occupied and detonation of a bomb could result in death or serious injury to many innocent people.
 - Pay particular attention to peculiar background noises such as motors running, background music, and any other noise which may give a clue as to the location of the caller.

- Listen closely to the gender of the voice (male/female), voice quality (calm, excited), accents, and speech impediments.
- Report this information immediately to the University Police Department at (706) 507-8911 from any phone or pick up any Blue Light Emergency Phone. For off-campus threats, call 911. The person receiving the call should complete the Bomb Threat Report Form.
- University Police officers and other authorities will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects, and if any are found, to report their location to University Police. Do not touch the object! Do not open drawers, cabinets, or turn lights on or off. Notify no else unless there is an obvious, immediate danger to personnel.

Chemical Explosion

- Any explosion of a hazardous chemical is to be reported immediately to University Police at (706) 507-8911. They shall in turn contact the hazardous material number of the emergency response team.
- When reporting, be specific about the nature of the involved material and exact 11 | Page location.
- The key person on the site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of university police personnel.
- If an emergency exists in your building, activate the building fire alarm.
- When the building fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
- Assist disabled persons in exiting the building. Remember that elevators are reserved for disabled persons use only. Do not use elevators in case of fire. Do not panic.
- Once outside, move to a clear area at least 500 ft. away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site. Keep clear of the site unless you have official business.

- Do not return to an evacuated building unless told to do so by a University Official. Chemical or

Radiation Spill

- Report serious spillage of a chemical or radioactive material immediately to (706) 507-8911 or 911. Do not return to the affected area.
- Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything.
- When reporting, be specific about the nature and location of spilled material. The University Police will activate the emergency response units.
- Persons not trained in spill techniques should immediately evacuate the area.
- Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.
- Do not use elevators in case of fire.
- Once outside, move to a distance at least 500 ft. from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. Do not return to evacuated building unless directed to do so by a University Official.

Earthquake

- Georgia resides in two earthquake zones. The Southern part of the state is designated a number one, or “minor expected damage” zone. The northern part of the state is designated a number two, or “moderate expected damage” zone. Individuals who have experienced earthquakes can testify that mild tremors can be frightening if precautions for self-protection are unknown.
- During an earthquake, remain calm and quickly follow the steps outlined below:
 - Do not rush outdoors, since most injuries occur from falling glass, plaster, loose balconies, debris, and electrical lines as people are leaving buildings.
 - If indoors, sit or stand against an inside wall or doorway or take cover under a desk, table, or bench (in case a wall or ceiling collapse or loose objects fall).
 - If you are outdoors, remain there. Do not stand under overhangs on the outside of buildings. Move away from power lines and stay in open areas, away from all structures.

- Do not attempt to restrain falling objects unless your life is endangered by them
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary call University Police (706) 507-8911. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to University Police (706) 507-8911. NOTE: Gas leaks and power failures create special hazards. Please refer to the section on utility failures.
- If the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building. Remember elevators are reserved for the disabled persons use. Do not use elevators in case of fire. Do not panic.
- Once outside, move to a clear area at least 500 ft. away from the affected buildings. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crew as necessary.
- A Campus Emergency Command Post may be set up near the emergency 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 a University Official. Severe Weather Precautions
- Severe weather watches and warnings come from the national Weather Service. Monitor local television and radio stations for the most current conditions. The Columbus Emergency Management Agency will activate the severe weather sire system should conditions warrant. Preparedness planning is an individual's responsibility. To protect yourself and your family, you should have a safety plan in action now, before danger hits.
- The National Weather Service advises that a severe weather preparedness plan should include:
 - A thorough knowledge of the hazard and the proper safety rules to be followed.

o Selection and designation of the best shelter you have. o A battery operated flashlight, radio, and cell phone should be kept handy.

o Instructions in the proper procedures to follow when a watch or warning is issued, or if threatening weather should develop with no advance warning. Drills should be done to test and practice the plan. Included in the plan should be considerations and assistance to individuals with special needs.

- Severe Weather Watches

o A watch is announced when the National Weather Service has determined that conditions are favorable for the formation of severe weather. You should stay tuned to local radio and or television stations to be updated on current conditions.

- Severe Weather Warnings

o A warning is issued when severe weather has been sighted. You should take shelter immediately to protect yourself from high winds, flying or falling debris, lightning, and heavy amounts of rain and sometimes hail.

Thunderstorms

- Typically thunderstorms may include high winds, rain, hail, and lightning. The most dangerous aspect of thunderstorms is lightning.

Lightning

- Every thunderstorm contains the possibility of lightning. You do not have to be standing under a cloud to be struck.
- If you are outdoors and cannot seek shelter in building or house: Stay away from open water; metal vehicles such as golf carts, bicycles, and motorcycles; metal lawn furniture; and metal sheds.
- Do not stand underneath tall isolated trees or poles.
- Avoid hilltops and open areas.
- Stay away from wire fences, clotheslines, metal pipes, and railings.

Tornadoes

- If the National Weather Service issues a tornado warning the following guidelines should be followed:

- o If indoors, such as a classroom, residence hall, or elsewhere on campus, report to a predetermined tornado shelter area of the building. If that area is not known or designated, seek refuge in a doorway, interior hallway, under a desk or table, on the lowest level of the building. Stay away from windows and exterior doors.
- o If outdoors and unable to get to shelter, seek cover in a ditch or depression in the ground and lie flat face down on the ground. Avoid being near utility poles and lines as they may be energized.
- o If in an automobile, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression in the ground and lie flat face down on the ground. Avoid being near utility poles and lines as they maybe be energized.
- o Remain in the safe area until the warning has passed or conditions permit.
- o When exiting a building or shelter area, be aware of the possibility of downed power lines and other hazardous conditions such as structural damage to buildings.
- o Notify 911 or University Police (706) 507-8911 if there are injuries or damage associated with the weather event. Let first responders know if someone in your group cannot be accounted for.

Fire

- If a fire condition is discovered within a Columbus State University building, you should take the following action:
 1. Know the locations of the fire extinguishers, fire exits, and alarm systems in your area and how to use them. Training and information are available from the University Police at (706) 507-8911. NOTE: Never use a water fire extinguisher on an electrical fire.
 2. All academic/administration buildings have fire alarm systems consisting of pull stations and bells and/or claxons and strobes. Most systems notify University Police automatically but you should always call University Police at (706) 507-8911 to report a sounding building fire alarm. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
 3. When a building alarm sounds walk, do not run, to the nearest exit and feel the door before opening. If it is hot, do not open the door. Call (706) 507-8911 University Police, to report your location and hang a sheet or some sort of clothing out a window to attract attention.

4. Immediately evacuate the building and keep low to the floor if smoke is present. As you leave, notify other occupants. Activate a fire alarm pull station.
 5. Close room and/or hallway and stairwell doors as you evacuate.
 6. If the door is cool, exit and proceed to the nearest emergency exit or emergency exit stairwell. Do not use the elevators unless directed by the police or fire personnel.
 7. If you are unable to get to an emergency exit stairwell safely, get into a room with a window, close the door behind you, get to the window, wave something to gain the attention of someone below, and call University Police at (706) 507-8911 to inform them of your location and what is happening.
 8. Evacuation of persons with disabilities will be given the highest priority. They will be evacuated by the most expeditious and safe means available. If you are aware of persons with a disability in your building that may require assistance, please notify a University Police Officer.
 9. Once outside, move away from the building to your designated building assembly area and wait for instructions from University Police or a University official; this will allow fire equipment and emergency personnel to reach the building. Keep at least 500 feet away from the affected building.
 10. Do not return to an evacuated building unless told to do so by a University Official.
- NOTE: University policy states that individuals are not required to fight fires, but that those who do choose to do so may fight small, incipient stage fires (no bigger than a waste basket) as long as they have been trained in the proper use of fire extinguishers.

Related USG Policy

N/A

Last Update

4/30/2012

Responsible Authority

Director, Campus Recreation