



# EMERGENCY **RESPONSE** PLAN



**CAMPUS SAFETY  
AND SECURITY**



**Point University**

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## **Section 1 Introduction**

### **1.1 Importance of Being Prepared**

Point University encourages every department and constituent of the University to take emergency preparedness seriously by actively planning. Pre-planning and training can ensure a faster response to help mitigate the impact of any emergency incident, regardless of the magnitude.

### **1.2 Role of Safety and Security Department**

The Director of Safety and Security shall ensure an annual review and update of the Point University Campus Emergency Response Plan, and publish the updated plan after consultation with the Emergency Management Team members. The Director of Safety and Security shall coordinate annual training to all team members and key campus responders in accordance with best practices, local, state, and federal applicable laws.

## **Section 2 Campus Emergency Response Plan**

### **2.1. Policy Statement**

Point University organizes, coordinates and directs available resources toward an effective response to, and recovery from, emergencies. The effectiveness of this effort is dependent on the development of comprehensive emergency response plan policy. This policy includes promulgating a chain of command establishing the authority and responsibilities of campus officials and staff members.

#### **2.1.1 Purpose**

The emergency response procedures outlined in this manual are to enhance the protection of lives and property through effective use of University resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routing measures, the University President or his/her designee(s) may declare a state of emergency, and these contingency guidelines may be implemented. There are two types of emergencies that may result in the implementation of this plan. These are (1) a large-scale disorder, and (2) a large scale natural/man-made disaster.

#### **2.1.2 Scope**

These procedures apply to all Point University personnel, buildings and property owned and operated by the University, and includes those peripheral areas surrounding the University.

## **2.2 Definitions**

### **2.2.1 Category One Emergency**

A Category One event effects only one department or division of the University and does not require a response beyond the capability of that unit working with the safety and security department.

### **2.2.2 Category Two Emergency**

A Category Two event requires a coordinated response by multiple departments or divisions of the University. The Emergency Operations Center may be established.

### **2.2.3 Category Three Emergency**

A Category Three event is catastrophic in scale, affects the community surrounding the University and requires a response beyond the University's internal capabilities. The Emergency Management Team mobilizes at the Emergency Operations Center.

### **2.2.4 Emergency Management Team**

The Emergency Management Team (EMT) will make all decisions concerning Category 3 of 4 incidents or emergencies. This team includes:

### **2.2.5 Emergency Operations Center**

A physical location at which the Emergency Management Team convenes to establish and carry out strategies and tactics, deploy resources and initiate the recovery process.

### **2.2.6 Emergency Response Team**

A group of individuals who assess the scope of a potential emergency, incident or situation.

### **2.2.7 Emergency Operations Team Director**

Point University Director of Safety and Security or designee

### **2.2.8 Emergency Preparedness Policy Group**

Individuals responsible for policy development, implementation and review, and training of University personnel on emergency response planning and implementation

### **2.2.9 Evacuation**



The process of moving horizontally or vertically in a facility for the purpose of exiting and relocation to a predetermine rally point.

#### **2.2.10 First Responder**

Emergency response personnel who are trained to provide initial medical and safety needs during and emergency.

#### **2.2.11 Incident Command**

A specific method for coordinating and managing both simple and complex emergency responses by utilizing a top-down command structure.

#### **2.2.12 Lock Down**

The process of securing all entrance locations of all campus controlled facilities for the purpose of preventing entry.

#### **2.2.13 Operational Unit**

A college, department, administrative service center or operational entity.

#### **2.2.14 Rally Point**

A predetermined location outside of a facility for individuals to meet and be accounted for after being evacuated from a facility.

#### **2.2.15 Shelter in Place**

The process of moving horizontally or vertically in a facility for the purpose of relocating to the safest location within the facility based on the type of emergency encountered.

### **2.3 Assumptions**

The University Emergency Response Plan is predicated on a realistic approach to problems likely to occur on campus during a major emergency or disaster. The following are general guidelines:

- An emergency or a disaster may occur at any time of the day, night, weekend or holiday, and with little or no warning.
- The succession of events in an emergency is not predictable, and therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents within geographical proximity to Point University, and therefore, Cities of West Point, GA, East Point, GA, Valley, AL, Peachtree City, GA, Savannah, GA, and Birmingham, AL Disaster and Emergency Services, State and

Federal emergency services may not be immediately available. A delay in off-campus emergency services may be expected (up to 48-72 hours).

- A major emergency may be declared by the Point University president or designee if information indicates that such a condition is developing or is probable.
- Any incident which has the potential for adverse publicity concerning campus resources, and/or instrumentalities of the University should be promptly reported to the Safety and Security Department.

## **2.4 Types of Emergencies**

Response plans shall be developed by the necessary department/divisions for the following emergencies:

2.4.1 Tornado

2.4.2 Severe Weather/Snow

2.4.3 Fire

2.4.4 Medical Emergency

2.4.5 Utility Failure

2.4.6 Gas Leak

2.4.7 Violent Criminal Behavior

2.4.8 Civil Disturbance or Demonstration

2.4.9 Flood

2.4.10 Bomb Threat

2.4.11 Chemical Spill or Radiation Release

2.4.12 Water Contamination

2.4.13 Explosion on Campus

2.4.14 Active Shooter

## **2.5 Declaration of Campus State of Emergency**

The authority to declare a campus state of emergency rests with the Point University President or designee as follows: When conditions are present that meet the definition of a campus emergency or disaster, the University safety and security department as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, to safeguard persons and property and to maintain educational facilities. Declaration of a campus state of emergency should be made in consultation with coordinators of Troup/Chambers County (West Point Campus), or the City of East Point (East Point Campus) Peachtree City, Savannah, and Birmingham emergency management division. These emergency management coordinators can provide Point University with assistance in obtaining outside resources, which will be required to successfully lessen the human and financial impact of disasters and emergencies.

The Point University safety and security department shall immediately consult with the Emergency Operations Team regarding the emergency and follow all directions set for in this response plan. Only those faculty and staff members who have been assigned emergency response team duties will be allowed to enter the immediate disaster site.

When declaration of a campus state of emergency (Category Two or Three Emergency) is made, the University reserves the right to allow only registered students, faculty, staff and affiliates (i.e. persons required by employment) authorized to be present on campus. Those who cannot present proper identification (registration, employee identification card or other I.D.), showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable state criminal codes.

## **2.6 Emergency Contact List**

Point University Safety and Security Department shall retain updated emergency contact numbers from every Emergency Response Team member. An annual document will be published as an appendix to the Crisis Communication Plan. The Communications Department will have the latest copy on file for access.

## **2.7 Incident Command Posts**

When a major emergency occurs, or is imminent, it shall be the responsibility of the Safety and Security department to set up and staff an appropriate incident command post. The incident command post will be established in accordance with the guidelines listed by the Federal Management Agency (FEMA). The incident command post can be either a Field Incident Command Post or a General Incident Command Post.

- 2.7.1 Field Incident Command Post:** If the emergency involves a large part of the campus a Field Incident Command Post will be established as near to the emergency as reasonably possible.
- 2.7.2 General Incident Command Post:** If the emergency involves a large part of the campus, the Command Post is to be established in the conference room in the University President's office. If that site is unavailable, then the command post will be established in the 10<sup>th</sup> Street apartment's conference room.
- 2.7.3 Emergency Operations Center (EOC):** Upon activation by the President or his/her designee, the primary site for the EOC is the Executive Board Room, Room 201 in the Point Academic Center.
- 2.7.4 Emergency Management Team:** The Emergency Management Team shall be headed by the president or his/her designee. The team shall consist of the following individuals or the designee:

- President
- Chief Academic Officer
- Chief Operations Officer
- Vice President for Institutional Effectiveness
- Vice President for Academic Affairs
- Vice President for Enrollment Management
- Vice President for Spiritual Formation
- Vice President for IT and CIO
- Vice President for Institutional Advancement
- Vice President for Finance
- Director of Human Resources

*Additional personnel will be included when their operational areas are affected.*

**2.7.5 Campus Emergency Response Team (CERT)**

- Director of Safety & Security
- Director of Facilities and Maintenance
- Director of Student Life
- Director of Guest Relations
- Director of Technological Infrastructure & Services
- Director of Admissions

- Communications Manager
- Human Resources Manager
- Auxiliary Services Manager
- Head Athletic Trainer

## **2.8 Importance of Crisis Communications**

A critical aspect of an organization's strength is its ability to communicate effectively in an emergency. This requires thoughtful proactive planning, which lays out the fundamental structure and systems for external and internal response to a wide variety of events and conditions. Since all possible scenarios cannot be planned for in detail, a well-developed plan requires detailing of responsibilities, procedures, and action plans that address general categories of emergency and crises.

The responsibility of the director of public relations is to ensure all departments and appropriate staffs are informed of media procedures. This will be critical to successful implementation of the plan in the event of an emergency. Effective response will also depend on the following:

- Timely response to media requests
- Effective utilization of available resources, both internal and external
- Clear definition of roles and responsibilities of individual staff members and departments
- Carefully planned communications with all interested parties
- A relationship with media organizations that fosters their playing a supportive role in our communication efforts
- Periodic re-evaluation and update of this plan to incorporate administrative and organizational changes, as well as other changes which need to be considered in the plan, such as new buildings systems, new types of labs, etc.

## **Section 3**

### **Crisis Communication Plan**

#### **3.1 Policy Statement**

A variety of crises necessitate the implementation of a communication plan. A crisis is broadly defined as a situation that affects or threatens to dramatically affect the lives, health and property of the campus community or which may adversely impact the operation, reputation or normal activities of the University. Careful preparation, planning and complete honesty may reduce the tarnishing effects of a crisis.

#### **3.2 Formation of Emergency Response Team**

For all crisis situations, the Director of Safety and Security is the first contact and assumes responsibility for notifying the Chief Operating Officer (COO), Director of Student Life, Communications Manager, Vice President of Enrollment, Vice President of Spiritual Formation, and the President . After this notification is made, a determination will be made as to what course of action will be taken in response to the incident.

### **3.3 Incident Management Meeting Locations**

A minimum of three working locations may be required during a crisis. This plan recognized that no two critical incidents are the same and discretion is left with the team leader, the director of safety and security, to determine how many locations are needed.

#### **3.3.1 Location #1/Emergency Operations Center Headquarters**

The University's Executive Board Room (Bldg. 507, Room 201)

#### **3.3.2 Location #2/At the Scene of the Emergency**

#### **3.3.3 Location #3 Business Office Conference Room (Bldg 507, Room 269)**

### **3.4 Target Internal/External Audiences**

- Campus community (student, faculty, staff)
- Parents
- Area schools, daycares, churches
- General public
- Media
- Trustees
- Alumni

### **3.5 Communication Methods**

The following communication methods may be used in a crisis situation to relay critical information to our target audiences. The content for all messages will be determined by the Emergency Operations Team designated official if the team has not yet been assembled.

**3.5.1 e2Campus Alert:** Delivers voice and text message alerts to email, home, cell/or work phones. Messages can be sent to email addresses only or all devices.

**3.5.2 Point University Website:** Messages about the crisis situation may be posted on the homepage [www.point.edu](http://www.point.edu).

**3.5.3 All-Campus Email:** Messages reach Point email addresses and can be sent to the following groups: Everyone, faculty/staff or students.

**3.5.4 All-Campus Voicemail:** Messages are sent to official campus listed faculty and staff phones.

**3.5.4 Campus Operator:** Messages can be recorded on the main campus phone line 706-385-1000.

### **3.6 Guiding Principles for Crisis Communications**

In a crisis, Point University will endure by rapidly responding, showing compassion, and taking responsibility.

#### **3.6.1 Tell the Truth, the Whole Truth and Nothing but the Truth**

Telling the truth is always the right thing to do and the one way to ensure that little to no damage will come to the credibility of the University. Frequently, not telling the truth leads to two major problems:

- The truth will eventually come out. The exposure of the dishonesty increases the impact of the crisis and causes the individuals and the institution to lose all credibility.
- The rumor mill. Although honest information is the only way to communicate in a crisis situation, the “rumor mill” often becomes the trusted source for information. Work with Communications Department to ensure as much information as possible can be released without jeopardizing possible litigation or forthcoming investigation.

#### **3.6.2 Communicate Quickly**

Gather accurate, thorough information and communicate that information as it becomes available. Waiting to go public about a crisis until every pertinent detail has been investigated could intensify the incident.

#### **3.6.3 Speak with One Voice**

In crisis situation, all messages must be 100% accurate and consistent. In most cases, the spokesperson should be the person possessing the most direct knowledge of the crisis. The public relations office will assist the spokesperson in preparation and advice, as well as offer comments to the media when needed.

### **3.7 Critical Incident Debriefing**

Following any crisis or incident, appropriate actions must take place to ensure that members of the University community, and other as necessary, receive needed information and assistance to help bring closure to the crisis as well as relief from the effects of the event. Attention also should be placed on identifying and implementing measures to improve the action plan used during the crisis. Some examples include:

- A public meeting should be scheduled to communicate details of the incident and events to all interested members of the University. The timeliness of this meeting is critical.
- Immediately following a crisis, it is imperative that the University be sensitive to the needs of faculty, staff, students and guests who may have been personally affected by the disaster. Messages may be sent to provide comfort to the campus community.
- Depending upon the nature of the crisis, services and assistance may be may have been rendered by agencies, companies and/or individuals from outside the university. The University Relations department should ensure that applicable follow-up information forwarded to appropriate persons, as well as thank you letters.
- The Emergency Management Team shall meet as soon as practical following a crisis to review the actions taken and determine the effectiveness and efficiency of the response

## **Section 4**

### **Pandemic Emergency Plan**

#### **4.1 Pandemic policy and protocols**

Definition of pandemic incident for purposes of this policy will be the severe outbreak of a virus that affects a significant population of Point University staff, faculty and/or students. Commons viruses and pandemic events could include:

- Influenza: “A influenza pandemic (or global epidemic occurs when a new influenza virus subtype appears, against which no one is immune. This may result in several simultaneous epidemics worldwide with high numbers of cases and deaths.”
- Noroviruses: “A group of related, single-stranded, nonenveloped viruses that cause acute gastroenteritis in humans.”

It’s crucial to be able to make clear and timely decisions, essential to know who is in charge of specific activities and how those roles might change if a limited outbreak changes into a small pandemic. Point University recognizes that this level of preparedness requires a high level of cooperation and commitment from all areas within the university.

The general expectation is that administrators an appropriate Point University staff will work to ensure the safety of our campus population and take necessary steps to lessen risks associated with the spread of any know virus.

Declaration of a campus pandemic emergency shall be the decision of the university president upon recommendations of the emergency response team.

#### **4.2 Leadership and Incident Command of a pandemic outbreak on campus:**

To ensure continuity of planning, medical services, and mitigation Point University recognizes that leadership roles will need to be defined in the case of a pandemic outbreak on campus. The



president of the university shall have final decision authority, but will rely on the following administrators in a unified command to facilitate operational decisions:

Faculty	Vice President for Academic Affairs
Staff	Human Resources Manager
Students	Vice President for Enrollment
Visitors	Director of Guest and Community Relations
Athletics	Director of Athletics
Operations	Chief Operating Officer
Communications	Communications Manager

## **Section 5: E2Campus Alert System**

### **5.1 Personal Emergency Notification System Reminder (e2Campus Alert System)**

Point University utilizes the “e2Campus Alert” system to provide instant alerts regarding emergency situations, severe weather advisories, and school closings. These alerts can be received on your cell phone via text messaging or emails. All students, faculty and staff are encouraged to take advantage of this emergency notification service. The e2Campus alert system is offered at no cost to you however, it does require you to enroll into the system. Simply go to the school’s web site (point.edu), click on Student Life, Emergency Information, Campus Alert System, and then follow the instructions to “opt-in”!

## **Section 6**

### **Being Prepared**

#### **6.1 Types of Emergencies to be prepared for on Campus**

#### **6.2 Tornado**

The states of Georgia and Alabama experience a very real threat of tornadoes, therefore, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado, and to respond in the event a tornado has been spotted or the campus is struck. **If the National Weather Service issues information concerning potential severe weather patterns, be sure to monitor the situation via your local news service for updates. Weather information that**

**is specific to the Point University community will be disseminated through e2campus alerts, emails, and via social media.**

**6.2.1 Tornado Watch:** A tornado watch indicates that weather conditions are such that a tornado could form. Normal activities may be continued, but alertness should be maintained for possible threatening conditions.

**6.2.2 Tornado Warning:** A tornado warning indicates that a tornado has been sighted in a specific region and that all persons should seek appropriate shelter immediately! Tornado warnings are typically 45 minutes in length.

**6.2.3 Procedures:** In the event of a tornado warning the communications and warnings system used by the cities of West Point, Lanett, Valley, Chambers and/or Troup Counties, as well as the cities of East Point and Peachtree City and Fulton County, will activate. Sirens located in various parts of these cities and counties are used to alert citizens of a tornado warning.

- Point University Safety and Security will assign an individual to monitor and track storm.
- When a warning sounds all persons should move to their designated areas in buildings or apartment complexes. **(See Exhibit 1)**
- When the warning is over, the Point University Safety and Security Department will give the “all-clear” to resume normal activities when it is appropriate to do so.

In the event any part of the campus is struck by a tornado:

- The safety and security department will immediately implement the Incident Command Center.

If the Incident Command Center is set up, the Director of the Facilities and Maintenance Department will report to the incident command center to facilitate any questions concerning the incident from the Emergency Response Team.

The safety and security department will notify all outside emergency services needed such as ambulance, fire departments, etc.

### **6.3 Severe Weather**

In the event of a threat of severe weather:

- The Point University Safety and Security Department will assign an individual to monitor the progress of any potential severe weather patterns that are being actively monitored by the National Weather Service (NWS).
- Students, faculty, and staff should closely monitor the local news service, e2campus alerts, and social media for updates.

In the event that severe weather has been detected and is likely to impact our campus:

- Information concerning the details and severity of the weather will be disseminated through **e2campus** alerts and social media.
  - Alerts will include information concerning the type of weather potential (**severe thunderstorm, tornado, snow, hail, or ice**) watches/warnings, along with necessary action(s), if any, to be taken.
  - Watches issued by NWS will alert Point staff to monitor weather and advise appropriately regarding any needed action. Specifically, only severe thunderstorm and tornado watches will be rebroadcasted as necessary.

In the event of property damage resulting from severe weather:

- The Point University Safety and Security Department will establish control of security around the affected area(s).
- Only authorized personnel will be allowed to enter affected area(s) after determined to be safe to do so.

If there is roof damage, leaking or standing water in the building:

- Immediately notify University Safety and Security Department
- The Director of Facilities and Maintenance will be notified to begin clean-up and assess damage.

## 6.4 Fire Incidents

In all cases of fire, the Point University Safety and Security Department are to be notified immediately. Safety and Security will then notify the fire department.

- Safety and Security staff only: Dial 911 Immediately
- Evacuate immediately during a fire alarm in any building
- If you become trapped in the public area of a building during a fire, find a room, preferably with a window available.
  - If there is a window - place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
  - If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location
- If you are in a room when a fire alarm sounds, feel the door with the back of your hand.
  - If it is hot, do not open it. Seal the cracks around the door, and place an article of clothing, or a sheet outside the window, and try to use a telephone to call for help.
  - If you can safely leave the room, take your shoes, clothing and room key and go to the nearest exit. Shout and hit on doors as you leave.

- With large fires that do not appear controllable, you should immediately notify the Point Safety and Security Department (they will notify the fire department). Then evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors.
- When the building fire alarm is sounded to signal that an emergency exists, **walk** quickly (**do not run**) to the nearest marked exit, and alert all others to do the same.
- Remember to assist the disabled in exiting the building.
- Do not use elevators during a fire.
- Smoke is the greatest danger in a fire - stay near the floor where the air will be less toxic.
- Once outside, move to the designated evacuation area for the affected building (See Exhibit II). Keep all streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to the evacuated building until told to do so by a University official.

#### **6.4.1 Fire Drills**

Fire Drills at Point University will be conducted at least twice during every academic year. Fire Drills are performed in order to familiarize occupants in the building with the sound of the fire alarm, verify that the system is working as required, and to test the evacuation procedures for faculty, staff, and students.

#### **6.5 Medical Emergency**

In the event of a serious injury or illness

- Immediately dial 911 for assistance. Give you name, describe the nature and severity of the medical problem and the campus location of the victim. In case of minor injury or illness, provide first aid care. Only trained personnel should provide first aid treatment (i.e., first aid, CPR)
- Keep the victim still and comfortable.
- Ask the victim, “Are you ok?” and “what is wrong?”
- Check breathing and give CPR if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical I.D., question witness(es) and give all information to the paramedics.

The Point University Safety and Security Department will make all appropriate notifications, as well as all the proper telephone calls to the emergency agencies.

## **6.6 Utility Failure**

In the event of a major utility failure:

## **6.7 Gas Leak**

In the event of a gas leak:

- Immediately dial 911
- Evacuate the building if the safety of faculty, staff and students is threatened.
- Open doors to promote cross-ventilation
- The Point University Safety and Security Department will establish a safe perimeter. All persons except those needing to enter will be restricted.
- The emergency response team representative will stand by to answer any questions the fire department may have.
- Do not return to the building unless a university official gives an all clear.

## **6.8 Violent or Criminal Behavior**

In the event of violent or criminal behavior:

- Immediately dial 911 and report the following to the dispatch operator.
  - Nature of the incident
  - Location of the incident
  - Description of person(s) involved
  - Description of property involved
  - Any weapons involved
  - Welfare of the person
  - Report suspicious situations or persons to Safety and Security Department

Assist the officer when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

### **6.8.1 What to do if taken hostage:**

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are most dangerous.
- Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes, which could negatively impact your well-being

- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer questions from the police on the phone. Be patient, wait. If medications, first aid, or rest room privileges are needed by anyone, say so.

The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

## **6.9 Civil Disturbance or Demonstration**

In the event that a demonstration blocks access to university facilities or interferes with the operations of the university:

- Demonstrators will be asked to terminate the disruptive activity by the **Vice President of Academic Affairs or his/her designate**.
- The Vice **President of Academic Affairs** or his/her designate will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion and possible intervention by civil authorities.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs, if deemed advisable.
- After consultation with the president, the vice president of Student Affairs and the Director of Safety and Security, the need for an injunction and intervention from civil authorities will be determined.

### **6.9.1 VIOLENT, DISRUPTIVE DEMONSTRATIONS**

In the event that a violent demonstration in which injury to persons or property damage occurs or appears eminent:

During regular business hours

- In coordination with the **Vice President of Academic Affairs**, the Director of Safety and Security will contact the local police department

- If advisable, the **Vice President of Academic Affairs** will alert the Director of Marketing/Communications who will then call a photographer to report to an advantageous location for photographing the demonstrators.
- The president in consultation with the **Vice President of Academic Affairs** and Director of Safety and Security, will determine the possible need for an injunction.
- The Point University Safety and Security Department will communicate with the local police department as needed.

After business hours:

- Immediately notify Point University Safety and Security Department of disturbance.
- The Safety and Security Department will investigate the disruption and notify the Chief Operating Officer.

The Chief Operating Officer will:

- Report the circumstances to the president
- Notify key administrators

Communications Department will:

- Arrange for a photographer
- Handle any media issues

The Director of Safety and Security will:

- Establish an incident command center
- Engage the EOC
- If necessary, contact the local police department

## **6.10 Flood**

In the event of a threat of flood:

- Elevate all property at least two feet off the floor.
- The Point University Safety and Security Department will monitor the weather alerts
- The Point University Facilities and Maintenance Department will monitor the condition and potential threat to property.

In the event of a flood on Point University property:

- Review water contamination procedures
- Make sure that all property is elevated forecasted flood level

Review evacuation procedures:

- Evacuate all building if the safety of the faculty/staff, students and visitors is a risk
- The Point University Safety and Security Department will be responsible for announcing an evacuation
- Check all areas of the building to make sure the building is evacuated
- Secure all safes or money holding areas.
- Meet at a predetermined location outside the building

If there is any property damage as a result of the flood:

- Enter the building with caution. Snakes and other animals may have entered the building. Be sure that appropriate personal protective equipment is provided and worn.
- Inspect the building to assess damage and report to the EOC.
- Document all damage

### **6.11 Bomb Threat**

In the event of a bomb threat:

- DO NOT HANDLE ANY SUSPICIOUS OBJECT!
- Clear the area and immediately call the Point University Safety and Security Department. The safety and security department will make the appropriate notifications.

Any person receiving a telephone call bomb threat should remain calm and ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Keep talking to the caller and record the following:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller
- Background noise

Immediately notify the Point University Safety and Security Department and report the incident.

- The Director of Safety and Security or his/her designee will determine if the building will need to be evacuated.



- The local police department bomb disposal unit will conduct a detailed search. Employees are requested to make a cursory inspection of their area for suspicious objects and the report the location to the Safety and Security Department. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets or turn lights on or off.
- Assist the disabled person in exiting the building! Remember that elevators are reserved for disabled persons. Do not use elevators in case of fire. Do not panic.
- Once outside, move to a clear area at least 500 feet 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.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

The incident commander on the scene will notify the local police department of the situation.

## **6.12 Chemical Spill or Radiation Release**

In the event of a chemical spill or radiation release:

- Immediately report the incident to the Point University Safety and Security Department and give the location, material(s) involved and the extent of any injuries
- Activate the building alarm. Caution: The building alarm may be a local alarm and therefore might ring only in the building; you must also report the emergency by telephone.
- Evacuate the building and leave clear access for arriving emergency personnel.
- Assist the disabled person in exiting the building! Remember that elevators are reserved for disabled persons. Do not use elevators in case of fire.
- If requested, assist emergency crews 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.

## **6.13 Water Contamination**

In the event the local water department of Health Board has declared a “contaminated water” condition:

- Contact the Point University Safety and Security Department so that the proper notifications can be made
- Wear disposable gloves at all times
- Wash dishes and cooking utensils in heated bottled water
- Use bottled water for drinking and cooking

## **6.14 Explosion on Campus Including Aircraft Down**

In the event of an explosion or a downed aircraft (crash) on campus:

- Immediately take cover under tables, desks and other objects, which will give protection from falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify the Point University Safety and Security Department. Give your name and describe the location and nature of the emergency. The University Safety and Security Department will notify the local police and necessary agencies.
- If necessary, or when directed to do so, activate the building alarm. Caution: The building alarm rings only in some buildings; you must also report the emergency by telephone.
- When evacuating buildings walk quickly to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building! Remember that elevators are reserved from disabled persons. Do not use elevators in case of fire.
- Once outside move to a clear area that is a least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- If requested, assist emergency vehicles and crews as necessary.
- A campus Emergency 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 a university official.

## **6.16 Active Shooter**

### **Safety Guidelines for Armed Subjects, Active Shooter Situations**

#### **6.16.1 Introduction**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is not pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who be caught in an active shooter situation, and describes what to expect from responding police officers.

#### **6.16.2 Guidance to faculty, staff and students**

In general, how you respond to an active shooter will be dictated by the specific circumstances of encounter, bearing in mind there could be more than one shooter involved in the same situation.

If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- Be aware of your surroundings.
- Become attuned to your education, work, and living environments.
- Predetermined mindset will help you take rapid effective action.

### **6.16.3 If an active shooter is outside your building**

Proceed to a room that can be locked and lock all the windows and doors, and turn off all lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call the safety and security department to inform them of the current situation and your location. It is important to remain in place until you have been instructed to do otherwise by university officials or law enforcement personnel. “Unfamiliar voice may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

### **6.16.4 If an active shooter is in the same building**

Determine if the room you are in can be locked and if so, follow the same procedures described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow instructions outlined below.

### **6.16.5 If an active shooter enters your office or classroom**

Try to remain calm. Call Point University Safety and Security Department and alert them to the shooter's location; if you can't speak, leave the line open so they can listen to what is taking place. If there is absolutely no opportunity for escape or hiding, it might not be possible to negotiate with an active shooter; attempting to overpower the shooter with force should be considered, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safe place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised that is safe to do so by police or campus administrators.

### **6.16.6 What to expect from responding police officers**

Police officers responding to an active shooter are training to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first

responding officers will normally be in team of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of others officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

### **6.16.7 Training**

The Director of Safety and Security shall coordinate annual training for all team members and key campus responders as well as schedule drills and exercises, in accordance with best practices, local, state, and federal applicable laws.

## **Section 7**

### **ADVERSE WEATHER POLICY**

#### **7.1 Background**

Weather-related road conditions sometimes necessitate that the University consider delaying opening, canceling classes, closing or remaining open. This decision is made by the president based upon input from the Chief Operating Officer and/or the Director of Safety and Security.

When the campus remains open during adverse weather, employees must use their best judgment when it comes to commuting to and from the workplace. They should not endanger themselves nor ignore the statement of local officials about traveling during adverse weather. Staff and faculty should make every effort to notify their supervisor if they cannot get to work or plan to leave early.

If the decision is to delay, cancel classes or close, that information is communicated immediately to the campus community through local radio and television stations, the [www.point.edu](http://www.point.edu) homepage, email to point.edu addresses, voice and text message alerts through e2Campus. To receive notifications from e2Campus, students, faculty and staff must sign up under the emergency information section on the point.edu website.

#### **7.2 Explanation of Delays, Canceled Classes and Closings**

- 7.2.1 Delay:** The University will open X amount of hours after 8:00am. For example, a two-hour delay would mean the University would open at 10:00am and all classes before 10:00am would be canceled.
- 7.2.2 Classes canceled:** Classes are canceled for the day but the University remains open. In the of inclement weather, staff faculty should use their best judgment when it comes to commuting to and from the workplace, and make every effort to notify their supervisor if they cannot get to work or plan to leave early.
- 7.2.3 Closed:** The University is closed, classes are canceled or the day and only “critical staff” should report to work. It is a department head’s responsibility to determine “critical staff” and notify employees of this requirement in advance.

Additionally, a closing means:

- Dining services remain open for students
- Other services, like health and recreation, may be open but people should call ahead to check on facility hours.
- Public events and extra-curricular activities may go on as scheduled. The status of these events and activities will be communicated via point.edu.

#### ACKNOWLEDGEMENTS

This document has been created by the Point University Safety and Security Department. Emergency Response Plan information has been approved and published with consent of the President of the University.

#### Exhibit 1

#### **DESIGNATED SEVERE WETHER/TORNADO SHELTER AREAS:**

- Upon hearing Tornado Warning Sirens or as directed by Safety and Security personnel or other designated University officials, all students, faculty and staff shall proceed to designated safe areas:

- **POINT ACADEMIC CENTER** – Proceed from all 3<sup>rd</sup> and 2<sup>nd</sup> floor offices and classrooms down the stairs of Emergency Exit #2 (East) and Emergency Exit #3 (West) to the 1<sup>st</sup> floor. Upon exiting the door on the East side of the building, turn right through the double doors where you will be directed to a safe area. Upon exiting the door on the West side of the building, turn left through the double doors where you will be directed to a safe area. (Designated safe areas: Mailroom (Rm. #150), Student Services Offices (Rm. #152), Admissions Offices (Rm. #102), Student Workers Office (Rm. #107), and Front Hallway Restrooms. Overflow: Secure Storage Room.
  - **CAFETERIA/McKINNEY’S COFFEEHOUSE**– Patrons and staff of McKinney’s should enter the dry storage area located next to the female restroom (both restrooms are considered safe areas as well).
  - **POINT LIVING COMMUNITY** – All occupants of PLC apartments should enter the bathroom(s) in the apartment (if possible, take pillows, blankets, mattresses to be used as padding) and sit in the bathtub/shower area covered-up.
  - **FINE ARTS BUILDING** – Enter the restroom areas.
  - **PARR HOUSE & OFFICE SPACES** – Enter the restroom area.
  - **VALLEY FIELD HOUSE** - All occupants of the Field House will enter the Locker Room restroom/shower area.
  - **WEST POINT GYMNASIUM** – Locker rooms/restroom/shower area, interior hall offices.
  - **TRANSIT** - If enroute to or from any location on campus, whether on the campus shuttle or any other vehicle, take cover at the nearest designated safe area/shelter. If on the interstate, take cover at the nearest rest area or other sturdy structure.
- **East Point Campus:**
    - Administrative Offices and Library patrons upon hearing Tornado warning sirens will assemble on the lower level of the library and enter restrooms.
    - Students shall enter the Preaching Lab, 300 Hall Restrooms, and 400 Hall Mechanical Room.
  - **Peachtree City Campus:** Proceed to the interior spaces on the 1<sup>st</sup> floor.

## **EXHIBIT 2**

### **Fire Evacuation Procedures**

1. When evacuating the building, find the nearest possible exit.

2. Before you open a door, feel the door with the back of your hand. If the door is hot, or you can see fire or smoke in the corridor, do not pass through. Stay in the room. Pack towels (preferably wet) under the door to prevent smoke entry. Telephone Campus Security (PAC: 404-232-5420; PLC: 706-457-2832; EP: 678-410-1955) and report your location. If a telephone is not available, go to the window and wave a brightly colored cloth to draw attention to you. Open the window - do not break the window.
  3. Once outside, proceed to the designated area, away from the building and doors. Make sure that everyone is accounted for. If any occupants are unable to get out of the building, or if they cannot be found, report this to University security, who will handle the situation further.
- Upon hearing the Fire Alarm or when told by University officials, or emergency personnel to evacuate the building due to fire, all students, faculty and staff shall proceed as follows:
    - **POINT ACADEMIC CENTER** – Proceed from all 3<sup>rd</sup>, 2<sup>nd</sup>, and 1st floor offices and classrooms down the stairs of all marked Emergency Exits on the East and West sides of the building and exit the building. Upon exiting the building, proceed to the large parking lot on the West side of the Academic Center near the hedges and houses on the edge of the parking lot.
    - **DINING HALL/McKINNEY’S COFFEEHOUSE**– Patrons and staff of McKinney’s should exit through main entrance or emergency exits and proceed to the parking area across the street from the Point Academic Center.
    - **POINT LIVING COMMUNITY** – All occupants of the Point Living Community apartments should assemble at the volleyball court near the laundry area, next to the clubhouse.
    - **FINE ARTS BUILDING** – Assemble in the parking area closest to 3<sup>rd</sup> Avenue, across from Capital City Bank.
    - **PARR HOUSE & OFFICE SPACES** – Assemble across the street from the Parr House.
    - **VALLEY FIELD HOUSE** – Assemble in the Crest Club Apartments parking area across the street from the Field House.
    - **WEST POINT GYMNASIUM** – Assemble on the Soccer Field.

- **East Point Campus:**
  - Administrative Offices and Library patrons will assemble on the grass area in front of Dodson Hall behind the Library.
  - Hathcock students, faculty, and staff will exit hall doors and assemble on the Soccer Field.
  
- **Peachtree City Campus:** Assemble in the parking area to the right of the building when exiting the front of the building.