

Valdosta State University
Emergency
Quick Reference
Guide

Prepared by Environmental & Occupational Safety

Emergency Contact Number 229-259-5555



What is a Reference Guide?

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

How to Use this Reference Guide


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

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

Please familiarize yourself with this information now, so that you are able to quickly find the information you need when an emergency does occur.

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Bomb Threats



1 Telephone Threat

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



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

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



***Write down any information noticed, e.g. background noises, gender of caller, voice pitch and speech patterns, accent, etc. Notify University Police immediately!**



Bomb Threats



2 Written Threat

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



3 Opened or Closed Suspicious Packages

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





Examples of Suspicious Packages & Envelopes



- Package or envelope discovered with a suspicious powdery substance on the outside.



- Received unexpectedly or sent by someone unfamiliar to you.



- Excessive postage, handwritten or poorly typed addresses, incorrect titles or titles with no names, or misspelling of common words.



- Addressed to someone no longer with the University or with outdated postmarks.



- No return address or one that cannot be verified as legitimate.



- Return address not consistent with postmark.



- Unusual weight, given package size, lopsided, or oddly shaped.



- Unusual amount of tape, string, or other wrapping material.



- Marked with restrictive endorsements, such as “Fragile”, “Personal”, “Confidential”, or “Rush-Do-Not-Delay.”



- Strange odor, stains, or noises (rattling, clicking, etc.)



- Appears to contain electrical wire or aluminum foil.



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



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





Civil Disturbance



1 Outdoors



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

Civil Disturbance

2 Indoors

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





Earthquake or Structural Collapse



1 If You are Inside

- a. Watch for falling objects.
- b. Crawl under a table, counter, etc.
- c. Get into a protective position by tucking your head to your knees and cover your head with your arms.
- d. Consider persons with disabilities who may need assistance in getting to cover and later evacuating.
- e. Stay away from windows, glass partitions, and mirrors.
- f. Stay away from overhead fixtures.
- g. Stay away from filing cabinets.
- h. Stay away from bookcases.
- i. Stay away from electrical appliances.
- j. Stay away from hanging objects.
- k. Evacuate the building only after debris has stopped falling.



2 If You are Outside

- a. Move to an open area away from building structures.
- b. Watch for fallen power lines.
- c. Watch for fallen streetlights.
- d. Watch for fallen trees.
- e. Watch for flying glass.



Earthquake or Structural Collapse

3 If You are in a Vehicle

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

4 After the Incident

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





Evacuation



1 Building Evacuation

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



Evacuation

Situations that Require Full Building Evacuation

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

Assembly Areas

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

Campus Evacuation

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

Evacuees From Other Locations

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





Fire or Explosion



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



Rescue: Remove anyone from immediate danger.



Alarm: Activate the nearest fire alarm pull station.



Contain: Close all doors to confine smoke and fire.



Extinguish/Evacuate: If the fire is small, and you have been trained in fire extinguisher use, you can attempt to extinguish a fire. Otherwise follow your Evacuation Plan and proceed to the nearest exit and designated area outside the building.



1 If You Catch Fire, Do Not Run!



- a. Stop where you are, and
- b. Drop to the ground, and
- c. Roll over and over to smother flames.



2 Response to Fire Alarms or Explosion



- a. Remain calm.
- b. Evacuate and stay with your class or office group.
- c. Notify University Police.
- d. Remember to take your class roster with you to the designated area.
- e. Once you have reached the designated area, report any missing person to University Police.
- f. Only return to the building when directed by University Police.



Fire or Explosion

Evacuation Reminders

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

3 If You are Trapped In Your Office or Classroom

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





Hazardous Material Spills



- If a corrosive or toxic chemical comes in contact with your skin, immediately flush the affected area with water for at least 15 minutes, then as soon as possible notify University Police of a medical need. University Police will arrange transportation to emergency medical services.
- Do not attempt to clean up a chemical spill unless you are trained and have the proper protective equipment to perform the cleanup.
- Evacuate the area when there is possible danger of harmful or flammable vapors.
- Notify others in your immediate area to evacuate. Consider persons with disabilities who may need assistance evacuating.
- Initiate the fire alarm when necessary.

Hazardous Material Spills

- Always evacuate in a calm and orderly manner to a safe predetermined location. Notify University Police of any missing persons and where they were last seen.
- To increase ventilation to the affected area, call HVAC at Plant Operations (5875) for assistance.
- If possible, control access to the affected area by closing doors.
- Check those involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention as appropriate.
- Evacuees should remain in the designated safe area until University Police indicate it is safe to return to the affected area.





Human Bodily Fluids

Bloodborne Pathogens



If a Human Body Fluid Spill Should

Occur | Blood, Vomit, Feces, Saliva, Urine



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



- Human bodily fluids are also known as blood borne pathogens.



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



- Always treat human bodily fluids as an infectious waste.



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



Human Bodily Fluids

Bloodborne Pathogens

- To remove gloves, avoid touching contaminated areas of the glove and wash hands thoroughly with soap and water.
- When danger of splashing exists, wear a face shield to prevent human bodily fluids from getting in your eyes, mouth, or nose.
- Avoid getting human bodily fluids in open sores or wounds.
- If human bodily fluids come in contact with your skin, wash the area immediately with soap and water and rinse.
- University Police will contact Custodial at 5875 or Auxiliary Custodial at 6189 for cleanup of human bodily fluids.





Lockdown

Room, Building, or Campus



Room Lockdown Response

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



1 Room Lockdown Procedure

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



Lockdown

Room, Building, or Campus

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

2 Building or Campus Lockdown Response

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





Medical Emergency



1 On Main Campus



a. Report all medical emergencies occurring on campus to University Police, extension 5555.



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



c. University Police will dispatch officers to the scene.



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



e. University Police will call the EMS whenever necessary.



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



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



Medical Emergency

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

② Off Campus Sites

- a. Call 9-1-1 direct on an outside line and request an EMS unit.
- b. Report accident or illness incident to University Police immediately after situation is under control. Accident forms must be filled out by the supervisor or instructor and filed with the Director of Environmental and Occupational Safety.





Power Outage



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



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



- Some Valdosta State University buildings are equipped with automatic standby electrical generators that will provide for minimal lighting.



- Remain where you are unless directed by University Police to relocate or evacuate.



- If the situation could expose students, faculty, or staff to danger, implement the appropriate emergency procedures, i.e. evacuate horizontally to another building, or move outside to a safe location.



Power Outage

- During power outages, open blinds to let in outside light.
- During power outages, 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 and outside. Consider persons with disabilities who may need assistance evacuating. Report any missing person to University Police and where they were last seen.





Suspicious Packages & Envelopes



Examples



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

Suspicious Packages & Envelopes

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

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





Tornado, Hurricane or Severe Weather



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



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



Hazardous Weather Conditions



The Department of Environmental and Occupational Safety constantly monitors severe and changing weather conditions. Whenever weather conditions become so extreme and to the point that they could affect our campus, a decision to postpone or cancel classes may be announced. When in doubt, listen to the area television and radio stations prior to coming to the university.



Announcements are also available and will be posted on the website – www.valdosta.edu. (Please do not call University Police for information.) Should weather become severe after the University opens, impending closing announcements will be made.



Tornado, Hurricane or Severe Weather

Tornado/Hurricane Warning

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

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

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

- Always listen to and follow instructions given by University Police.
- Request students, faculty, staff, and visitors not to leave the University until an all-clear announcement is issued by University Police.
- Students, faculty, and staff should plan ahead to determine the best area of shelter (such as interior walls away from windows and doors) during a tornado.
- Do not return to your office or classroom until an all-clear announcement is issued by University Police.





Emergency Telephones



Emergency Blue Light Network



You will notice the 9 foot yellow structures topped with a blue light as you make your way around campus. These eye catching structures are our new campus emergency phones! They emit a blue light after dark, which turns into a flashing strobe when activated by the large red button. Once activated, users are automatically connected to University Police. These telephones have been placed throughout the campus and parking lots. In addition to the emergency telephones, there are a number of closed-circuit television surveillance cameras that assist in monitoring parking lots and other selected areas on campus.

To activate an emergency telephone, simply open the door to the intercom box and press the red button (or just press the red button on the phones without the door). Phones automatically dial into the University Police Communications Center. Immediately inform the dispatcher of the nature of the emergency and its exact location.

Emergency Telephones

Blue Light Telephone Locations

- Oak Street Transportation Office
- Palms Quad, behind Ashley Hall
- Pound Hall (Thaxton Circle)
- University Center, near fountain
- University Center, Ann Street side
- Fine Arts
- Billy Grant Field in Parking Lot
- Martin Hall in Parking Lot
- Continuing Education Parking Lot
- PE Complex in Parking Lot
- Sustella Lot
- Barrow Hall
- Jeanette Lot (Int'l Programs)
- Farber Student Health
- Lowndes Hall Creek side
- Oak Street Lot Section E
- Centennial Hall, 100 North
- Centennial Hall, 200 North
- Centennial Hall Parking Lot

Emergency phones are also located at the main entrance to all the residence halls. There are a total of 30 emergency phones on campus at this time.

Emergency Number

229-259-5555





VALDOSTA
STATE
UNIVERSITY

*Building for Our Next Century
1906-2006*