



EMERGENCY RESPONSE GUIDEBOOK

Be part of the solution – know what to do during an emergency.

When in doubt, always call 404-894-2500 or 911.


This handbook will help you determine what resources you have available in case of a campus emergency. Procedures are included for all types of incidents.

Keep this book handy as a reference

January 2011

Emergency Contacts

Police/Fire/EMS	9-1-1
Police Non-Emergency	(404) 894-2500
GT Counseling Center	(404) 894-2575
Inclement Weather Hotline	(404) 894-0500
Emergency Preparedness Information Line	(404) 894-7200
Stingerette	(404) 385-RIDE
Georgia Tech Home Page	www.gatech.edu
Environment, Health & Safety	404-894-6224
Facilities Operations & Maintenance	Working hours – call your area maintenance team After hours – (404) 894-2500



IMPORTANT!

When you dial 9-1-1 from your cell phone, you could be connected to one of several different 9-1-1 centers (Atlanta, Dekalb, Fulton, Cobb, etc). For campus emergencies always dial GTPD direct **(404-894-2500)** from your cell phone. Always be prepared to give the call taker your exact location, including a nearby intersection.

My Building Emergency Information

Name of Building/Residence Hall _____

Building Manager Name/Number _____

Fire Alarm Control Panel is located _____

Fire extinguishers are located _____

Emergency exits are located _____

Tornado shelters are located _____

Defibrillators are located _____

Person(s) trained in CPR _____

Evacuation Assembly Area _____

Weather Radio is located _____

Other Information _____

Notes & Drawings

Weather Closing Information

Information about weather related closures at Georgia Tech can be found by visiting the following sources:

Inclement Weather Hotline	(404) 894-0500
Emergency Preparedness Information Line	(404) 894-7200
Georgia Tech Homepage	www.gatech.edu
Emergency Preparedness Social Media Accounts	Twitter www.alerts.gatech.edu Facebook name Georgia Tech Office of Emergency Preparedness
Local Media	Channels: 5, 46, 2, 11 Stations: 90.1, 105.7, 94.9, 95.5, 790AM, 750AM

Medical Emergency

After you have called 9-1-1, there are several things you can do until emergency responders arrive. These simple procedures will greatly aid emergency responders and the patient until help arrives.

- Notify the Georgia Tech Police Department at 9-1-1 from a campus phone or (404) 894-2500 from a cellular phone immediately. GTPD will notify the appropriate emergency responders.
- Provide first aid to the best of your ability.
- Use precautions to prevent your exposure to bodily fluids.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- If you determine that the patient doesn't have a pulse and is not breathing, begin CPR (only if you have been trained in this technique).
- Stay calm and reassure the patient that help is on the way.
- Make the patient as comfortable as possible.
- Clear the area for emergency responders if possible.
- If possibly identify any medication the patient is on.
- Have someone meet the police officer and direct them to the patient.

Mental Health Emergency

In the event of mental health emergency, constituting an immediate threat to self or others, notify GTPD at 9-1-1 from a campus phone or (404) 894-2500 from a cellular phone.

- Express your concerns directly to the individual.
- Refer the individual to the GT Counseling Center or Office of Human Resources.
- Watch for changes in behavior:
 - Significant changes in academic or work performance;
 - Changes in hygiene, speech, attentiveness or social interaction;
 - Changes in eating or sleeping patterns;
 - Excessive drinking or drug use;
 - Severe loss of emotional control;
 - High levels of irritability;
 - Impaired speech or garbled/disjointed thoughts;
 - Excessively morbid, violent or depressing themes in written assignments;
 - Expression of suicidal or violent thoughts.

Concerns for a student's emotional well-being should be reported to the GT Counseling Center regardless of whether or not the student wishes to seek services. Staffs at the Counseling Center are available during regular business hours to consult with you on how to best handle a situation with a student. Report any violence or threat of violence to GTPD immediately.

Criminal, Suspicious or Violent Behavior

Notify Georgia Tech Police at 9-1-1 from a campus phone or 404-894-2500 from a cellular phone as soon as possible and give the following information:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify GTPD at 9-1-1 from a campus phone or 404-894-2500 from a cellular phone.

Suspicious activity may also mean:

- Person or persons sitting in vehicles for extended periods of time, possibly taking notes relative to activities or people in the area.
- Large vans or trucks parked in unauthorized areas for extended periods of time. May have emergency flashers activated or no one in the vehicle.
- Persons wearing heavy coats or other outer garment wear in the warm months. Out of place for the time period.
- Back packs or other common left unattended for periods of time or just out of place.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

Shooter on Campus

In a classroom or office:

- Stay there, secure the door – call 9-1-1.
- If the door doesn't have a lock and the door opens in, a good heavy door wedge can be kept on hand and driven in as hard as you can, otherwise look for heavy objects.
- Turn off lights and close blinds.
- Turn off televisions, radios, and computer screens.
- Attempt to calm, quiet and account for students and employees.
- If the door has a window, cover it if you can.
- Depending on the shooter's location, consideration may also be made to exit through window openings. Have someone watch as you get as many students out of the windows (ground floor) as calmly and quietly as possible.
- If police units are not yet on scene, move well away from the incident and find safe cover positions (not the parking lots) and wait for police to arrive.
- When officers arrive on scene, move toward any police vehicles when safe to do so while keeping hands on top of your head and following exact directions of the officers.
- Don't leave the area entirely, you may have information that responding officers will need. Once in a safe place, stay put.
- If the windows don't open, or you cannot break them, or you are not on a ground floor, get out of sight from the door and stay low and quiet.
- Ignore any fire alarm bells; it may be a trick to draw people into the open.

In hallways or corridors:

- Get in a room that is not already secured and secure it.
- Unless you are very close to an exit, don't run through a long hall to get to one, you may encounter the gunman or hostage taker. Don't hide in restrooms!

If trapped with a gunman:

- Don't do anything to provoke them. If they are not shooting, do what they say and don't move suddenly.
- If they do start shooting people, you need to make a choice, stay still and hope they don't shoot you, run for an exit while zigzagging, or even attack the shooter. This is very dangerous, but certainly no more than doing nothing and dying in place. A moving target is much harder to hit than a stationary one. Any option you choose may still result in a negative response.

Explosions

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches or lighters.
- Move away from the site of the hazard to a safe location.
- Be aware of the possibility of secondary devices and be alert for additional packages, bags, etc that appear suspicious.
- Use stairs only; do not use elevators.
- Call 9-1-1 from a campus phone or 404-894-2500 from a cellular phone. If at all possible use a campus phone and avoid using a cell phone. If there are other explosive devices at the scene it is possible, though unlikely, that it could be detonated by the RF from the cell phone. Follow emergency notification procedures.

Bomb Threat

If you receive a threat via the telephone:

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
 1. When will it explode?
 2. Where is it right now?
 3. What does it look like?
 4. What kind of bomb is it?
 5. Where did you leave it?
 6. Did you place the bomb?
 7. Who is the target?
 8. Why did you plant it?
 9. What is your address?
 10. What is your name?
 11. Are there secondary devices?
- Observe the caller's:
 1. Speech patterns (accent, tone)
 2. Emotional state (angry, agitated, calm)
 3. Background noise (traffic, people talking and accents, music)
 4. Age and gender.
- Write down other data:
 1. Date and time of call.
 2. How the threat was received (letter, note, telephone)
- Call GTPD and submit your notes from the telephone call to GTPD. Call 9-1-1 from a campus phone. If at all possible, use a campus phone to avoid using the cell phone during a bomb threat.
- Follow police instructions. Do not be surprised if they ask you to assist with the search.

Suspicious Package

If you receive or discover a package that you suspect could contain an explosive or chemical threat:

- Stay calm.
- **DO NOT TOUCH THE PACKAGE.**
- If you are already holding it, carefully and gently place it on the nearest level surface.
- Evacuate the area around the package. If the package is briefcase/backpack size, evacuate the immediate room or area around the package, as well as any adjacent rooms or hallways, and any rooms immediately above and/or below the affected room.
- Do not use radios or cell phones within 100 feet of the package.
- Be aware of the possibility of secondary devices.
- Call 9-1-1 from a campus phone or 404-894-2500 from a cellular phone. Describe the characteristics of the package and why it is believed to be suspicious. If at all possible use a campus phone and avoid using a cell phone.
- If there is a visible chemical or powder being emitted from the package:
 - Seal the room by closing doors and windows if possible.
 - Evacuate, but isolate any persons that made contact with the chemical/powder. Keep them isolated until cleared by fire/medical personnel.
 - Shut off air moving equipment (HVAC) to the effected room if possible.
- If the package has an identifying name on it (business card, addressee, sender, etc) try and contact the person for more information. Many times suspicion may be allayed and the package cleared by this method. **NOTE:** If that information was not gathered during the initial interaction with the package, **do not** approach the package again to retrieve that information.
- Communicate all pertinent information about the incident and package to the responding police/bomb squad or fire personnel, including whether the package was moved or handled and who handled it.

Fire Emergency

- Activate the fire alarm pull station or use other emergency alerting procedures and proceed to the nearest exit and evacuate the building immediately.
- Call Georgia Tech Police at 9-1-1 from any campus phone or at 404-894-2500 from a cellular phone. Note: attempt to extinguish the fire only if you are trained and comfortable with using a fire extinguisher and it is safe to do so. Always remember to keep your back to the door, if attempting to extinguish the fire.
- However, do not attempt to extinguish a fire if the following conditions exist:
 - Not trained in extinguishing fires
 - Not able to identify what is burning
 - Fire is spreading
 - Fire extinguisher is unavailable
 - Back is not toward the exit
 - Might inhale smoke
 - Doubt or insecurities develop

Note: if the first attempt to put out the fire with a fire extinguisher is unsuccessful, evacuate immediately through the nearest exit.

- Call GTPD from a safe location once evacuated to report all fires.
- Report to the designated evacuation assembly area for the building and do not leave.
- Do not use the elevator.

Hazardous Materials

Minor Spills

In the event of a chemical spill, the individual(s) who caused or is most closely associated with the spill bears primary responsibility for spill control and cleanup.

NOTES: Take care of people first – safety shower, eyewash, first aid, etc. Never enter a suspected contaminated space without protection.

- Notify occupants in the immediate area, appropriate supervisory personnel, and the building manager of the nature and extent of the spill.
- Use personal protective equipment, if necessary, following specific procedures required for its safe use.
- If the situation is potentially volatile/flammable, evacuate the area of potential risk, close fume hoods and shut off sources of ignition, if possible – SEE MAJOR SPILL PROCEDURES.
- Protect floor drains or other potential avenues of environmental release as much as possible. Spill socks or absorbent material may be placed around drains as needed.
- Limit the spread of material by encirclement or diking.
- Absorb or neutralize the material.
- When spilled materials have absorbed, use a brush and scoop to place materials in an appropriate container. Once the material and spill residue has been placed in an appropriate container attach a label indentifying the contents as “spill debris” involving the specific chemical.
- Decontaminate surfaces where the spill occurred using mild detergent and water.
- Contact EH&S for removal of spill debris.

Major Spills

1. Individual who caused, is most closely associated with, or first detects a chemical spill.
 - If only requiring technical assistance contact EH&S at 404-216-5237.
 - If necessary pull fire alarm and evacuate.
 - If time permits obtain a copy of applicable MSDS.
 - All others call 911.
2. Building Manager/Senior Person Present:
 - Oversee building evacuation
 - Keep evacuees informed of situation
 - If possible, bring Redbook to command post when established

Evacuation

It is highly unlikely that there will ever be a need to completely evacuate campus. If the City of Atlanta requires a city wide evacuation, then Georgia Tech must also comply. Such an evacuation would be slow, congested and frustrating.

The more likely scenario would be an area evacuation, or simply a single building evacuation. In general:

- Stay calm, do not rush, and do not panic.
- Safely stop your work.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to your designated Evacuation Staging Area and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by emergency responders.

Evacuation – Disabilities

Blindness or Visual Impairment

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances and directional terms.
- Do not grasp a visually impaired persons arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information.

Deafness or Hearing Loss

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment

Some buildings have “Areas of Refuge” or “areas of rescue assistance” in designated areas. Check with the Emergency Preparedness Coordinator for identification of these areas.

Bomb Threat Earthquake, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit they should move to a safer area, e.g., most enclosed stairwells or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes). If you do not know the safer areas in your building, call the Fire Marshal at EH&S 404-894-2990 for a building survey.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power Outages:

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Building Coordinators should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 9-1-1 from a campus phone or 404-894-2500 from a cellular phone to request evacuation assistance from the Fire Department.

Utility/Power Outage

- In the event of a major utility failure, notify Facilities Operations and Maintenance (404-894-1613).
- Before 8:00 AM and after 5:00 PM or on weekends and holidays, notify the Georgia Tech Police (404-894-2500).
- Evacuate the building if the fire alarm sounds and/or upon notification by the police.

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building.

In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

Elevator Failure

- Call GTPD at 9-1-1 from a campus phone or 404-894-2500 from a cell phone.
- GTPD Dispatch will contact the elevator contractor to respond.
- **Do not attempt to remove the passenger from the elevator.**
- Assign someone to maintain communication with the passenger until the elevator contractor arrives.

Plumbing Failure

If flooding occurs (due to a plumbing) failure or other problem):

- Cease using all electrical equipment.
- Notify the Georgia Tech Police (404-894-2500). If necessary, evacuate the building.
- Call Facilities Operations and Maintenance (404-894-1613)

Gas Leak

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Notify the Georgia Tech Police (404-894-2500).
- Call Facilities Operations and Maintenance (404-894-1613)
- Evacuate as soon as possible.

Weather Emergencies

A **Tornado Watch** means conditions are favorable for tornadoes to develop, but there is not an imminent threat. Be prepared to seek shelter.

A **Tornado Warning** means a tornado has been detected and an imminent threat to life and property has developed. Seek shelter immediately.

Tornado Warning

- If a tornado warning affects the Georgia Tech campus, faculty, staff, and students should seek shelter in the basement or in the interior corridors, stairways, or rooms on the lowest floor of the building.
- If time does not permit, residents should move to the bathroom area or closet and take cover. Stay away from windows.
- Individuals should remain inside the protected areas and refrain from going outside to watch.

It is very important for the campus community to follow threatening and/or approaching weather since there will be instances when storms appear so quickly that there will not be sufficient time to send out an alert.

Public Health/Pandemic

- Monitor public health situations through local media, the Centers for Disease Control (www.cdc.gov) and the Georgia Tech website (www.gatech.edu).
- Follow emergency guidelines that are issued regarding the situation.

Pandemic Information

Seasonal flu is a respiratory illness that can be transmitted from person to person. Most people have some immunity, and a vaccine is available.

Avian (or bird) flu (AI) is caused by influenza viruses that occur naturally among wild birds. Low pathogenic AI is common in birds and causes few problems. Highly pathogenic H5N1 is deadly to domestic fowl, can be transmitted from birds to humans, and is deadly to humans. There is virtually no human immunity and human vaccine availability is very limited.

Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person.

Individual and Family Preparation

While Georgia Tech is preparing for a potential pandemic, individual action and responsibility are vital for a successful response should an outbreak occur. Individuals must take appropriate measures to protect themselves and their families, as well as to prevent the spread of influenza. For example, the following actions will reduce the spread of the flu and other infectious diseases:

- Wash your hands with soap and water.
- Avoid touching your eyes, nose or mouth.
- Cover your mouth and nose with tissue or your sleeve when sneezing.
- Stay away from others when you are sick (do not attend class or go to work)
- Avoid close contact with people who are sick.

Additional information on individual and family preparedness, compiled by the U.S. Department of Health and Human Services, can be found at the following link:
<http://www.pandemicflu.gov/plan/tab3.html>

Emergency Notification

GTENS

As part of Georgia Tech's ongoing effort to safeguard students, faculty and staff, the Institute has implemented a new emergency communications system. Known as the GT Emergency Notification System (GTENS), the system allows you to receive time-sensitive emergency messages in the form of e-mail, voice mail and text messages.

Siren Warning System

The Siren Warning System consists of 8 sirens that are strategically located throughout campus to provide alerts to students, faculty and staff who are outdoors. The Siren Warning System relays an alarm tone followed by an audio message explaining the emergency situation.

SCREAM

The System for Creation and Relay of Emergency Action Messages (SCREAM) system sends emergency alerts to classrooms through computers and projectors that are connected to the campus network.

Twitter

The GT Office of Emergency Preparedness also provides emergency information and updates through our twitter page at www.alerts.gatech.edu.

Information Hotlines

Students, faculty and staff may also obtain emergency information through the Emergency Preparedness Information Line: (404) 894-7200 or the Inclement Weather Hotline: (404) 894-0500

Campus Cable TV

GT Cable TV provides service to students living in the residence halls, as well as various offices across campus. Those with campus cable TV will receive Emergency Alert System messages that are generated by the National Weather Service (NWS), Atlanta Fulton County Emergency Management Agency (AFCEMA), Georgia Emergency Management Agency (GEMA), and the Federal Emergency Management Agency (FEMA).

Emergency Resources

A number of University programs and service organizations are available to help maintain and promote a safe and healthful work environment for the campus community.

A list of telephone numbers and web sites is provided below; please use the Campus Telephone Directory for up-to-date telephone numbers.

Facilities Operations and Maintenance	404-894-1613
Georgia Tech Police Information on personal safety in the workplace www.police.gatech.edu	404-894-2500
Georgia Institute of Technology Communications Main Campus Information Line/Web Site www.gatech.edu	404-894-0870
Office of Emergency Preparedness Information on disaster preparedness www.emergencypreparedness.gatech.edu	404-385-7675
Office of Environmental Health & Safety 24/7 Emergency Number Information on various safety topics, including hazard evaluations and employee training www.safety.gatech.edu	404-894-4635 404-216-5237
Office of Radiation Safety Information on radioactive materials and lasers www.ors.gatech.edu	404-894-3605
Student Health Services Assistance with various topics including psychiatric services, student medical and dental evaluations/treatment, and staff/faculty first aid www.health.gatech.edu	404-894-1420