Guilford Technical Community College

All Hazards Emergency
Response Plan

SECTION A

Organizational Structure and Responsibilities

Letter of Purpose

This document was prepared at the direction of the President of Guilford Technical Community College to set forth procedures relating to the direction, guidance, and support of college personnel involved with the handling of emergency procedures. While emergencies will vary from incident to incident and guidelines can not address every conceivable situation, these guidelines should provide a framework to cope with most campus emergencies.

The scope of these procedures shall cover natural disasters, man-made disasters, medical emergencies and other emergency situations occurring on or within the boundaries of Guilford Technical Community College. All faculty and staff are encouraged to contact any member of the Risk Management/Health and Safety Committee with suggestions for the enhancement of this manual. The document should be reviewed annually by the Risk Manager, Campus Police, and appropriate faculty or staff.

Subject to the availability of personnel and equipment, added support from assisting agencies will be provided at the request of the Chief of Campus Police or, in his or her absence, the Senior Campus Police Officer on duty during the time of the emergency situation at hand.

In all emergency situations, Guilford Technical Community College personnel are required to follow the direction of Campus Police, the College Incident Commander, and/or the Emergency Services Incident Commander.

Organizational Structure for Unified Command during an Emergency

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College Incident Commander                    Emergency Services Incident Commander
(GTCC President or Senior Administrator)       (Lead Agency Senior Officer)

  PIO        Safety Officer                      PIO
  ITS        Liaison Officer                     Safety Officer
             Switchboard                         Liaison Officer

  Operations                                     Operations
  (Campus Police Chief)                          (Lead Agency Officer on site)
      Police Officers on Duty                        Sectors
      Building Captain                               established as needed (rescue, medical, etc.)

  Logistics
  (Physical Plant Director)
      Maintenance                                Logistics
      Grounds
      Motor Fleet                                Planning

  Planning                                       Finance

  Finance
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Based on the recommendations of the Department of Homeland Security National Incident Management System ICS-100, "Introduction to the Incident Command System" and ICS-362, "Multi-Hazard Emergency Planning for Schools."

Descriptions of Command Positions/Functions

Incident Commander (College or Emergency Services): Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident or event**.**

Depending on the size and extent of the incident, the Incident Commander may designate personnel to assume the general sector staff positions "Operations," "Planning," "Logistics," and "Finance."

Operations Chief: Conducts tactical operations to carry out the Incident Action Plan established by the Incident Commander. Develops the tactical objectives and directs all tactical resources associated with Operations at the site of the incident. *If multiple incident sites are identified (such as if an extreme weather incident creates emergency conditions on more than one campus), a College Operations Chief will need to be assigned to each incident site.*

Planning: Prepares and documents the Incident Action Plan to accomplish the objectives, collects and evaluates information, maintains resource status information, and maintains documentation for incident records.

Logistics: Provides support, resources, and other services needed to meet the operational objectives of the Incident Action Plan. *If multiple incident sites are identified (such as if an extreme weather incident creates emergency conditions on more than one campus), a College Logistics Manager will need to be assigned to each incident site.*

Finance: Monitors costs related to the incident. Provides accounting, procurement, time recording and cost analyses. College Finance provides accounts payable and payroll.

Depending on the size or extent of the incident, it may be desirable or necessary for the Incident Commander to designate a command staff.

Public Information Officer: serves as a conduit for information to internal and external stakeholders, including the media and other organizations seeking information directly from the incident.

Safety Officer: monitors safety conditions and develops measures for assuring the safety of assigned personnel.

Liaison Officer: serves as the primary contact for supporting agencies that may be assisting the Incident Commander. The Liaison Officer should maintain the *ICS Unit Log* and *ICS Organization Assignment List* (see Appendix 4).

Information Technology Services: The ITS manager communicates with the Incident Commander/Senior Administrator regarding electronic notification/announcements about on-campus incidents (for example, campus closings due to severe weather).

College Incident Command Team: See pg. 5, diagram of the Unified Command organizational structure.

Based on the Department of Homeland Security National Incident Management System "Introduction to the Incident Command System."

SECTION B

Responding to an Emergency

EMERGENCY OPERATIONS MULTI-HAZARD PLAN

The following roles and actions have been identified as being necessary for the immediate management of an emergency on campus. These roles and actions are not dependent on the type of emergency, but form the basis for a multi-hazard plan.

SENIOR ADMINISTRATOR ("COLLEGE INCIDENT COMMANDER")
- The "**Senior Administrator**" role should be assumed by the senior-most administrator on campus (or readily available to respond) at the time of need (ordinarily, the college president or executive vice-president).
- The Senior Administrator is the senior command and decision-making position of the College Incident Command Team.
- The Senior Administrator has the authority to alter or suspend school operations.

When notified of an emergency incident, Senior Administrator will:
- **Assume the role of "College Incident Commander"** and will coordinate activities with the Emergency Services Incident Commander.
- Determine if and when to activate the campus Emergency Command Post (CP).
- Determine which additional notifications will be made.
- Contact ITS regarding campus-wide and public notifications, campus closings, etc.
- Activate the Crisis Communication Plan.
- Make all decisions regarding communication with media outlets and appoint a Public Information Officer to maintain media contacts on behalf of the CP.
- Communicate with appropriate state and local agencies about operational continuity.

CHIEF OF CAMPUS POLICE ("COLLEGE OPERATIONS")
When notified of an emergency, the Chief of Campus Police will:
- **Assume the role of "College Operations"** and will assume tactical control of operations in the emergency operations center.
- Establish and maintain a communications link with the Police Incident Commander at the scene (highest ranking officer).
- Communicate with local law enforcement agencies concerning the management of emergency incidents.

CAMPUS POLICE OFFICERS
When notified of an emergency, the first responding Campus Police Officer will:
- Make an initial on-site assessment. Take emergency actions as warranted such as initiating E2Campus notifications, announcements, etc., to secure campuses.
- Obtain as much detailed information about the incident as is practical.
- Make initial notifications and assessment reports to the Chief of Police and appropriate administrators/offices as necessary.
- Take initial actions to control/direct traffic (including pedestrian traffic).
- Direct emergency vehicles to the scene of the incident.
- Communicate with local law enforcement agencies in the absence of the Senior Officer.
- In the event of a medical emergency, respond to the scene and provide basic medical assistance, if appropriate.
- All responding Campus Police officers, on duty or recalled, will report directly to "**College Operations**" unless otherwise assigned.

PHYSICAL PLANT DIRECTOR ("LOGISTICS")

- The "**Physical Plant Director**" is a formal role designated within the "Administrative Services" organizational plan. In the event the designated Physical Plant Director is not available during an emergency situation, another administrative services manager may be assigned the Logistics role.
- The Physical Plant Director ordinarily supervises Building and Grounds Maintenance, Custodial Services, and Motor Fleet.

When notified of an emergency incident, the Physical Plant Director will:

- **Assume the role of "College Logistics"** and will report directly to the College Incident Commander.
- Direct needed support efforts of maintenance and grounds personnel.
- In the event of a **Haz-Mat** event, the Physical Plant Director will be responsible for communicating safety information (MSDS information for involved buildings, on-going construction information that may affect emergency operations, etc.) to the College Incident Commander and the Emergency Services Incident Commander.
- In the event that the College Incident Commander requires the Physical Plant Director to assume the role of College Safety Officer (command staff position), the general staff position of "Logistics" will be re-assigned.

BUILDING CAPTAIN/BUILDING TEAM

- The "**Building Captain**" role is identified each semester. The Building Captain's position may be delegated to any faculty member or administrator who has appropriate leadership experience or incident-specific experience. **Time should not be lost trying to determine who is "senior" or "qualified."**
- The "**Building Team**" consists of all those faculty and staff who are asked to assist the Building Captain during a specific emergency.
- Building Team members not appointed to specific tasks in a building are expected to assist in ensuring that evacuation tasks or "shelter in place" tasks are carried out. Building Team members should assist the Building Captain in ensuring that no one enters an evacuated building until an "all clear" is issued.

When notified of an emergency, the Building Captain will:

- Ensure that 911 and Campus Police have been contacted.
- Make an initial assessment and communicate findings with Campus Police.
- **Communicate directly with College Operations.**
- Determine whether the building should be evacuated or if occupants need to "shelter in place," seeking shelter within the building (weather emergency) or remaining in the building in a "lock-down" status.
- To the extent possible, communicate the nature and extent of the emergency with faculty and staff.
- Obtain a copy of the Emergency Instructions checklist for specific incidents.
- When appropriate, supervise the orderly evacuation of the building, unless succeeded in that task by Campus Police.
- Ensure that special attention is given to persons requiring assistance.
- Appoint Building Team members to monitor exits to prevent re-entry into the building.
- Ensure that evacuees group at pre-determined points and are alert for emergency vehicles responding to the scene. (If no pre-determined point is evident, evacuees should be directed to an area at least 300 feet from the building.)

NOTIFICATION GUIDELINES

Not every emergency incident requires the presence of all College Incident Command Team members. Guilford County Emergency Management categorizes "levels" of incident severity to facilitate appropriate notification and action. Similarly, emergency incidents on GTCC campuses may be assessed as "minor" or "major" for purposes of notification of College Incident Command team members.

Minor Incident: A "minor" incident is one that ***does not disrupt the operation*** or core functions of a building or area or disrupts the operation of a portion of the building for less than a business day. *(Note: A "minor" incident can be elevated to "major" incident status at any time, based on reassessment of the impact of the event.)*

In the event of a minor incident, the appropriate *Building Captain*, *Campus Police and Risk Manager* should be notified. Other notifications will be based on the assessment of the incident by these individuals.

Examples of a minor incident include:
- a student has an isolated medical emergency and requires an ambulance,
- a water pipe in a classroom floods the room,
- a chemistry experiment results in the release of noxious, but not dangerous, fumes, resulting in the temporary evacuation of adjacent rooms while the lab is ventilated.

Major Incident: A "major" incident is one that ***disrupts or interrupts the operation*** or core function of at least one building for an entire business day or requires multiple outside resources to resolve.

In the event of a major incident, the appropriate *Building Manager, Campus Police*, and the *Senior Administrator* should be notified. Other notifications will be based on the assessment of the incident by these individuals.

Examples of a major incident include:
- a fire in a building,
- an unresolved report of a person with a gun, knife or other weapon,
- a water main breaks,
- storm water results in a roof failure,
- a traffic incident interrupts students' and staff members' abilities to reach the campus.

Disaster: Some exceptional major incidents, such as extreme weather events, will seriously impair or halt the function of an entire campus or multiple campuses. Even though the definition of a "disaster" is an extraordinary incident that requires outside assistance, in actuality, a disaster situation may prevent outside emergency services agencies from responding in a timely manner. In the event of a disaster, the College Incident Command team members should be prepared to operate *without outside assistance* for a period of several hours. **In the event of a disaster, all College Incident Command roles should be assigned. The Senior Administrator, Campus Police, Physical Plant Director, and appropriate staff members should be notified.**

The notification of College Incident Command team members should be based on the type and extent of the emergency and ultimately determined by the Senior Administrator and Campus Police. However, a general guideline for notification is:

Primary Notification (need to *go*): notifying an administrator or manager in order that they can respond immediately to the event area/site and assume responsibility of a general sector staff role ("Logistics," "Planning," etc.) or command staff role ("Liaison," "PIO," etc.).

Secondary Notification (need to *know*): awareness only; notifying an administrator or manager in order that they are aware of the event in case they are needed at some future point in the management of the incident.

Incident Command Post

The primary incident command post location will be the board room of the Medlin Campus Center. Depending on the nature and or location of the event, it may be necessary to set up an alternate or mobile incident command post.

Incident command post locations (unless mobile) should have available, if possible:
- Desks and chairs
- Phone and Data lines
- Portable computers
- Telecommunications equipment (cell phones, portable radios and batteries, am/fm radio, television with digital tuner)
- Auxiliary power supply
- Operational display board
- Campus maps and floor plans
- Office supplies
- Facilities to accommodate PIO and media, family next of kin, etc.
- Convenient parking
- Access to insurance information

INCIDENT COMMAND AGENCIES

(per Guilford County Office of Emergency Management's "Emergency Operation Plan")

For the following types of events, the senior officer of the listed agency who responds to the scene will be designated the "Emergency Services Incident Commander" of the event and will be in charge of all responding emergency services personnel and their activities on-site.

Fire
Jamestown campus: Pinecroft-Sedgefield Fire Dept.
Greensboro campus and Small Business Center: Greensboro Fire Dept.
High Point campus: High Point Fire Dept.
Aviation Center I: Airport Fire Dept. / Guilford County Fire Dept.
Aviation Center II and III: Greensboro Fire Dept.
Cameron Campus: Oak Ridge Fire Dept.

Hazardous Material Incident / Chemical Spill
Jamestown campus: Pinecroft-Sedgefield Fire Dept.
Greensboro campus and Small Business Center: Greensboro Fire Dept.
High Point campus: High Point Fire Dept.
Aviation Center I: Airport Fire Dept. / Guilford County Fire Dept.
Aviation Center II and III: Greensboro Fire Dept.
Cameron Campus: Oak Ridge Fire Dept.

Rail Incident
Jamestown campus: Pinecroft-Sedgefield Fire Dept.
Greensboro campus, Small Business Center, High Point campus, Aviation Centers I, II and III and Cameron campus: N/A

Building Evacuation Required (unknown type alarm)
Jamestown campus: Pinecroft-Sedgefield Fire Dept.
Greensboro campus and Small Business Center: Greensboro Fire Dept.
High Point campus: High Point Fire Dept.
Aviation Center I: Airport Fire Dept. / Guilford County Fire Dept.
Aviation Center II and III: Greensboro Fire Dept.
Cameron Campus: Oak Ridge Fire Dept.

Medical Emergency
All campuses: Guilford County Emergency Medical Services

Multi-Casualty Patient Event / Pandemic Event
All campuses: Guilford County Emergency Medical Services (initial response)
All campuses: Guilford County Health Dept. (long-term mitigation and recovery)

Bomb Threat
Jamestown campus: Guilford County Sheriff's Dept.
Greensboro campus and Small Business Center: Greensboro Police Dept.
High Point campus: High Point Police Dept.
Aviation Center I: Airport Police Dept.
Aviation Center II and III: Greensboro Police Dept.
Cameron Campus: Guilford County Sheriff's Dept.

Hostage / Barricade Incident
Jamestown campus: Guilford County Sheriff's Dept.
Greensboro campus and Small Business Center: Greensboro Police Dept.
High Point campus: High Point Police Dept.
Aviation Center I: Airport Police Dept.
Aviation Center II and III: Greensboro Police Dept.
Cameron Campus: Guilford County Sheriff's Dept.

Person with a Weapon / Violent Act
Jamestown campus: Guilford County Sheriff's Dept.
Greensboro campus and Small Business Center: Greensboro Police Dept.
High Point campus: High Point Police Dept.
Aviation Center I: Airport Police Dept.
Aviation Center II and III: Greensboro Police Dept.
Cameron Campus: Guilford County Sheriff's Dept.

Weather Emergency
Jamestown campus: Pinecroft-Sedgefield Fire Dept.
Greensboro campus and Small Business Center: Greensboro Police Dept.
High Point campus: High Point Police Dept.
Aviation Center I: Airport Police Dept.
Aviation Center II and III: Greensboro Police Dept.
Cameron Campus: Oak Ridge Fire Dept.
All campuses: Guilford County Office of Emergency Management (long-term recovery)

EMERGENCY INSTRUCTIONS

Campus Police Emergency Number: 50911

Or call 911 from a campus phone

ALARMS
Annunciation System: Fire Alarm—Evacuate the building.
Annunciation System: Hazardous Weather Alert—Take cover within the building.

To Activate Fire Alarm:
1. Locate and pull the nearest fire alarm handle OR dial 50911.
2. Evacuate the building. Give special attention and assistance to children, the elderly, and the disabled. **Do not** use the elevators.

If you hear the Fire Alarm (announcement):
1. **There are no unannounced fire drills! Assume the alarm is the real thing!**
2. Follow instructions/leadership of college officials.
3. Evacuate the building and go to designated areas. Give special attention to those needing assistance (children, disabled, etc.).
4. Stay at least 300 feet away from the building.
5. Do not re-enter the building for any reason until an "all clear" has been communicated by Campus Police or college officials.

If you hear the Weather Alarm (announcement):
1. Move away from exterior doors and windows.
2. Take cover. Give special assistance to children, the elderly, and the disabled.
3. If time permits, move to designated areas or lower level interior hallways and classrooms.
3. Get under sturdy furniture (tables, desks). Protect your eyes and head.

EVACUATION CHAIRS (EVAC-CHAIRS)

Evac-Chairs are used to assist those with impaired mobility down stairs and out of buildings during emergencies when elevators are not safe to use.

Instructions for Evac-Chair use are printed on the chair or cover.

Evac-Chairs are in various locations of multi-level facilities throughout GTCC campuses. Evac-Chairs are <u>not available</u> in single-story buildings.

Locations (refer to building map):

Applied Technology Building:	3rd floor near Room 350
AT (large chair up to 500 lbs)	1st floor, Room 123
Business Careers:	2nd floor near Room 203
Davis Hall:	3rd floor near Room 332
Dental Science:	2nd floor near Room 224
Science Hall Building:	3rd floor near east stairwell
Gerrald Hall:	2nd floor near Room 206
Hospitality Management:	2nd floor stairwell
Learning Resource Center:	3rd floor near Room 321
Medlin Center:	3rd floor across from Room 348
Public Safety:	2nd floor near elevator
Service Careers:	2nd floor near Room 200
Hassell Health:	3rd floor near elevator
High Point H-4:	near Rooms 204, 223
High Point H-5:	near Room 201
Greensboro CEC:	near Room 204
Greensboro AEC:	near Room 217
Greensboro TEC:	near Rooms 230, 354
Greensboro GCC:	near Room 219
Cameron B&I:	near Room 216
Aviation III:	near Room 403

BOMB THREAT

Upon notification of a bomb threat:

- ☐ 1. Ensure that 911 and Campus Police have been notified.
- ☐ 2. Facilitate the orderly evacuation of the building or area.
- ☐ 3. Ensure special attention is given to those requiring assistance during the evacuation (children, persons with disabilities, etc.).
- ☐ 4. If possible, secure doors to sensitive areas, offices, etc.
- ☐ 5. If possible without endangering yourself, ensure the building is vacant and station faculty or staff members at key locations to prevent re-entry into the building.
- ☐ 6. Ensure that evacuees group at designated assembly points.*
- ☐ 7. Help ensure that emergency lanes of travel are kept clear.
- ☐ 8. Communicate what information you have about the incident with the responding Campus Police officer or Emergency Services Incident Commander.
- ☐ 9. No one will be allowed to re-enter the building or area until an "all clear" has been given by Campus Police.

* Service Careers Child Care Unit: If possible, move all persons from the Child Care Unit to the Koury Building or to the AT Building.

BUILDING EVACUATION REQUIRED

If evacuation of the building is required because of structural damage, flooding, suspicious odors, etc.:

- ☐ 1. DO NOT attempt to use elevators.
- ☐ 2. Ensure that Campus Police has been notified.
- ☐ 3. Facilitate the orderly evacuation of the building or area.
- ☐ 4. Ensure special attention is given to those requiring assistance during the evacuation (children, persons with disabilities, etc.).
- ☐ 5. If possible, secure doors to sensitive areas, offices, etc.
- ☐ 6. If possible without endangering yourself, ensure the building is vacant and station faculty or staff members at key locations to prevent re-entry into the building.
- ☐ 7. Ensure that evacuees group at designated assembly points.*
- ☐ 8. Help ensure that lanes of travel used by emergency vehicles are kept clear.
- ☐ 9. Communicate what information you have about the incident with the responding Campus Police officer or Emergency Services Incident Commander.
- ☐ 10. No one will be allowed to re-enter the building or area until an "all clear" has been given by Campus Police.

Service Careers Child Care Unit: If possible, move all persons from the Child Care Unit to the Koury Building or the AT Building.

FIRE

Upon detection of a fire or the activation of the fire alarm:
- ☐ 1. DO NOT attempt to use elevators.
- ☐ 2. Ensure that 911 and Campus Police have been notified.
- ☐ 3. Facilitate the orderly evacuation of the building or area.
- ☐ 4. Ensure special attention is given to those requiring assistance during the evacuation (children, persons with disabilities, etc.).
- ☐ 5. If possible, secure doors to sensitive areas, offices, etc.
- ☐ 6. If possible without endangering yourself, ensure the building is vacant and station faculty or staff members at key locations to prevent re-entry into the building.
- ☐ 7. Ensure that evacuees group at designated assembly points.*
- ☐ 8. Help ensure that lanes of travel used by emergency vehicles are kept clear.
- ☐ 9. Communicate what information you have about the incident with the responding Campus Police officer or Emergency Services Incident Commander.
- ☐ 10. No one will be allowed to re-enter the building or area until an "all clear" has been given by Campus Police.

Service Careers Child Care Unit: If possible, move all persons from the Child Care Unit to the Koury Building or the AT Building.

HAZ-MAT INCIDENT/CHEMICAL SPILL

In Your Building
- ☐ 1. Ensure that 911 and Campus Police have been notified.
- ☐ 2. Retrieve the MSDS sheets for the building. Advise the building occupants of the situation and potential dangers.
- ☐ 3. Facilitate the orderly evacuation of the building or area. Ensure special consideration is given to those persons requiring assistance (children, elderly, disabled, etc.).
- ☐ 4. If possible, secure doors to sensitive areas, offices, etc.
- ☐ 5. If possible without endangering yourself, ensure the building is vacant and station faculty and staff members at key locations to prevent re-entry into the building.
- ☐ 6. Ensure that evacuees group at designated assembly points.*
- ☐ 7. Help ensure that emergency lanes of travel are kept clear.
- ☐ 8. Communicate what information you have about the incident with the responding Campus Police officer or the Emergency Services Incident Commander.
- ☐ 9. Allow no one to re-enter the building or area until an "all clear" has been given by Campus Police.

Outside Your Building
- ☐ 1. Ensure that 911 and Campus Police have been notified.
- ☐ 2. Enlist faculty/staff members to 1) notify all persons in the building of the situation and potential danger and 2) advise them to remain inside unless told to evacuate.
- ☐ 3. Ensure all windows and doors or sources of ventilation are closed.
- ☐ 4. Contact Campus Police and determine where occupants should go in case an evacuation is recommended (direction from building, assembly point, etc.). Communicate this information with all occupants through staff and faculty members.

* Service Careers Child Care Unit: If possible, move all persons from the Child Care Unit to the Koury Building or the AT Building.

HOSTAGE / BARRICADE INCIDENT

When notified that an incident exists:

☐ 1. **Call 911**. Be prepared to give as much information as possible about the incident.

☐ 2. Call Campus Police at ext. 50911.

☐ 3. Facilitate the orderly evacuation of the building or area. Ensure special attention is given to those requiring assistance during the evacuation (children, persons with disabilities, etc.).

☐ 4. Ensure that evacuees group at designated assembly points.*

☐ 5. Advise evacuees not to leave, in case they are needed to be interviewed by law enforcement officers.

☐ 6. Ask faculty and staff to account for as many students and other building occupants as possible.

☐ 7. Help ensure that lanes of travel used by emergency vehicles are kept clear.

☐ 8. Communicate what information you have about the incident with the responding Campus Police officer or Emergency Services Incident Commander.

☐ 9. Allow no one to re-enter the building or area until an "all clear" has been given by Campus Police.

If you are in a building where a hostage situation exists and you cannot evacuate immediately:

☐ 1. Secure yourself and others in a safe room until removed by emergency personnel or until you receive other instructions from emergency personnel.

☐ 2. Be patient; avoid drastic actions.

☐ 3. Be alert; comply with instructions as best you can.

☐ 4. Be observant; you may be able to provide needed information to police officers.

Service Careers Child Care Unit: If possible, move all persons from the Child Care Unit to the Koury Building or the AT Building.

MEDICAL EMERGENCY

Upon notification of a MEDICAL EMERGENCY:
- ☐ 1. Ensure that 911 and Campus Police have been notified.
- ☐ 2. Ensure that someone has been sent to the front entrance of the building to direct emergency personnel to the victim's location.
- ☐ 3. Help ensure that lanes used by emergency vehicles are kept clear.
- ☐ 4. Communicate what information you have about the incident with the Campus Police officer.
- ☐ 5. If the medical emergency is in the Child Care Unit, follow the notification protocol for that unit.

If the medical emergency involves more than one victim
(chemical exposure, fumes, etc.)
- ☐ 1. If the incident involves a chemical exposure, send a faculty or staff member to retrieve the MSDS sheets for the building.
- ☐ 2. Facilitate the orderly evacuation of the building or area.*
- ☐ 3. Ensure special attention is given to those requiring assistance during the evacuation (children, persons with disabilities, etc.).
- ☐ 4. If possible, secure doors to sensitive areas, offices, etc.
- ☐ 5. If possible without endangering yourself, ensure the building is vacant and station faculty or staff members to prevent re-entry into the building.
- ☐ 6. Ensure that evacuees assemble at designated assembly points.
- ☐ 7. Allow no one to re-enter the building or area until the "all clear" is given by the Campus Police.

Service Careers Child Care Unit: If possible, move all persons from the Child Care Unit to the Koury Building or the AT Building.

Bloodborne Pathogen Exposure to Employees:
If there is a bloodborne pathogen exposure event:
Note: An exposure <u>event</u> is when blood or other infectious material is introduced into the bloodstream of another person through skin puncture, rash or abrasion or a puncture by a sharp or a splash of blood onto a mucus membrane (eyes, mouth, inside nose).

☐ 1. Ensure that Campus Police has been notified.
☐ 2. Notify the supervisor and Human Resources immediately.
☐ 3. Have the exposed individual and source patient (upon consent) go to a facility to have a blood test completed.
☐ 4. There is no cost to the employee for the testing.
☐ 5. The testing must be completed by a licensed physician or other licensed healthcare professional.
☐ 6. The results of the test must be made available to the employee and the employee must be made aware of the laws and regulations about disclosing the source's identity and infectious status.
☐ 7. Post-exposure treatment for HIV, HBV and HCV, when medically indicated, must be offered to the exposed worker.
☐ 8. The post-exposure follow-up must include counseling about the possible implications of the exposure and their infection status.
☐ 9. The employer must obtain and provide the worker with a copy of the evaluation healthcare professional's written opinion within 15 days of completion of the evaluation.

PERSON WITH A WEAPON / VIOLENT ACT

When you have been made aware of a person with a gun or a person threatening violence:

☐ 1. **Alert** those around you.

☐ 2. **Call 911**. Provide your name and the location of the incident. If you know, provide a description of the assailant and the type of weapon involved. *DO NOT endanger yourself to gather this information.*

☐ 3. Call Campus Police at ext. 50911. Provide as much information as you can.

☐ 4. **Get away**. Identify an escape route, then *go*. If it can be done safely, have people leave belongings behind and walk quickly and quietly to the exit. Assist any children, elderly, or disabled in reaching the exits, if possible.

☐ 5. Consider using windows as an escape route (ground floor).

☐ 6. Continue to warn others as you leave the area. Remind others to stay behind cars, buildings, trees, retaining walls, etc.

☐ 7. **If police officers are on the scene**, move toward police vehicles, keeping your hands raised or on top of your head.

☐ 8. **Do exactly and immediately what the police tell you to do.**

☐ 9. Identify yourself to the nearest police officer and share any information you have about the assailant.

If you cannot get away safely:

☐ 1. **Hide**. Go to the nearest room. Do not hide in restrooms.

☐ 2. Alert those around you to lock themselves in a nearby room.

☐ 3. Unless you are near an exit, do not run down a long hallway.

☐ 4. Lock or barricade the doors and close the windows. If there is a door wedge, push it under the door.

☐ 5. Close blinds or curtains.

☐ 6. Turn off the lights. Silence cell phones.

☐ 7. Move everyone in the room to a point in the room as far from the door as possible.

☐ 8. Stay low and quiet.

☐ 9. **DO NOT open doors** until law enforcement gives an "all clear" or comes to escort you to safety.

RAIL INCIDENT (Jamestown Campus)

In the event of a train incident or derailment:

☐ 1. Ensure that 911 and Campus Police have been notified.

☐ 2. Unless Campus Police confirms that the rail incident does not involve hazardous materials, assume that it DOES. Follow the "Haz-Mat Incident/Chemical Spill *Outside Your Building*" instructions.

☐ 3. Station faculty and staff members at exits to ensure that all persons know not to approach the train or enter the parking lots adjacent to the rail line (Parking Lots Overflow and E).

☐ 4. If Campus Police issues an "okay" to enter the adjacent parking areas and asks that they be evacuated, ensure that staff and faculty members communicate this information to all occupants of the building.

☐ 5. Help ensure that lanes of travel used by emergency vehicles are kept clear.

WEATHER EMERGENCY
A Watch means conditions are right for a storm
A Warning means a storm has been spotted

If you hear a weather warning (announcement):
- ☐ 1. Communicate the alarm with others in the building.
- ☐ 2. Walk quickly and quietly toward the center area of the building.
- ☐ 3. Ensure special attention is given to those requiring assistance during the evacuation (children, persons with disabilities, etc.).
- ☐ 4. DO NOT open exterior doors or leave the building.
- ☐ 5. Seek narrow hallways and windowless rooms. Seek the lowest level of the building, if you can do so safely.
- ☐ 6. Sit on the floor against an interior wall or get under heavy furniture, if present.
- ☐ 7. DO NOT leave the building until an "all clear" is given.

If a tornado is sighted:
- ☐ 1. There may not be time for an alert to sound. If you see a tornado, **take cover.**
- ☐ 2. Go immediately to the interior of the building.
- ☐ 3. Try to go as far as possible from the direction of the tornado.
- ☐ 4. DO NOT leave the building until an "all clear" is given.

SECTION C

Communications

HANDLING CONTACTS FROM MEDIA

☐ The Media Contact representative serves as the point of contact for the media, regulatory agencies, and any other entity seeking information directly from an incident or emergency event. This is especially important during an emergency situation.

When receiving any calls from a media representative, the following procedures should be followed:

1. Direct all communications, calls, emails and other types of questions from media representatives to:

   Carla Kucinski . . . . . . .ext. 50065 clkucinski@gtcc.edu

   Stan Turbeville . . . . . . .ext. 50543 spturbeville@gtcc.edu

2. To assist the Media Contact and their team with responding to media representatives as quickly as possible, feel free to capture the following information:
   - The individual's name and phone number;
   - The media organization they represent;
   - The information they wish to gain—what does the reporter want to ask about; and
   - The individual's deadline.

3. Regardless of the situation or what the media questions might be, never say "No Comment." A better response will be: "Thanks for calling. Allow me to refer you to our public information officer, who handles media questions and will be able to assist you."

4. Never fall into the trap of "talking off the record." This term means different things to different media. We always should assume that whatever we say to the media will be used in their reports.

SWITCHBOARD

INCOMING EMERGENCY CALL

Upon notification of any EMERGENCY ON CAMPUS:
☐ Obtain the exact location of the emergency situation.
☐ Obtain the name and call back phone # of the caller.
☐ Notify the GTCC Campus Police Officer on Duty.
☐ When directed to do so, call 911 and notify them of the situation, including campus and building.
☐ Do not evacuate unless directed to do so.
☐ Follow additional procedures below for specific emergency events.

BOMB THREAT
☐ Attempt to complete the Emergency Information Sheet (a copy is included in this document, page 31). Submit the Emergency Information Sheet to the Chief of Campus Police.
DO NOT inform any other individual that a threat has been received.

TORNADO WATCH / WARNING
☐ Notify the Senior Administrator and provide pertinent details.

HAZARDOUS MATERIALS INCIDENT / CHEMICAL SPILL
☐ Notify the Physical Plant Director.

MEDICAL EMERGENCY / MEDICAL ASSISTANCE NEEDED
☐ Determine the type of assistance needed.
☐ If the caller indicates EMS is needed, call 911 immediately.
☐ Advise Campus Police if EMS has been contacted.

AUTO ACCIDENT
☐ Determine from the caller if there are persons with injuries (ambulance needed?).

over→

HOSTAGE / BARRICADE INCIDENT / CIVIL DISTURBANCE

☐ Secure your area (at a minimum, lock doors). If needed, follow emergency instructions for sheltering in place.

VIOLENCE ON CAMPUS / PERSON WITH A WEAPON

☐ Provide as much essential information to Campus Police as you have obtained, such as the type of incident, the location, a description of the attacker(s) and the type of weapon involved, and if the attacker(s) seem to be on the move.

☐ Secure your area. Follow the Emergency Instructions for *Person with a Gun.*

EMERGENCY CALL INFORMATION SHEET

If you receive a call related to an emergency situation on campus:
- **Do not delay contacting 911 and Campus Police**. If you need to stay on the phone, signal to a co-worker to call 911.
- If the emergency situation involves your building or area, follow your Emergency Action Instructions. Do not delay evacuation.

Time of Call: _____ **Time Caller Hung Up**: _____

Campus: ☐ Jamestown ☐ Small Business Center **Building**:
☐ Greensboro ☐ Aviation Center _____
☐ High Point ☐ Other _____

Type Of Emergency	☐ **Threat Communicated?**
☐ Crime / Assault	Where is it happening?_____
☐ Person with a Gun	
☐ Bomb Threat	Are you there now? _____
☐ Suspicious Package	
☐ Traffic Accident	When will it happen? _____
☐ Injury / Illness	
☐ Fire	What does it look like? _____
☐ Alarm Activated	
☐ Other_____	Other information? _____

Information about Caller	**Caller Identified himself/herself as**:
	_____
☐ Young ☐ Old	**Exact Words of Caller:**
☐ Male ☐ Female	_____
☐ Accent: _____	
☐ Familiar? Who?	_____
_____	
Tone: ☐ Angry ☐ Crying	_____
☐ Laughing	
Other: _____	

Background Noise	**Comments**:
☐ Other People	
☐ Music / Television	
☐ Video Game Sounds	
☐ Traffic Noise	
☐ Construction Noise	
☐ Machines	
☐ Other: _____	

Person Receiving Call:_____

Contact Number: _____

EMERGENCY CALL INFORMATION SHEET

Appendix 1

Resources / Services

Internal Resources / Services

Guilford Technical Community College has the following resources and services, which can be utilized in emergency situations:

Risk Management and Insurance: access to claims personnel for damage assessment, recovery costs, legal liability, and workers' compensation issues.

Facilities and Grounds: utilities, vehicles, repair, clean-up, and damage assessment.

Health Sciences (in various buildings): potential access to first aid supplies and other medical assistance.*

Counseling Services: victim assistance, support, and counseling expertise to deal with post-traumatic stress incidents.

Student Government: communication with students, victim assistance and support.

Registrar's Office: next of kin notification.

Human Resources: next of kin notification.

College Advisors: legal issues, including insurance dispute resolution.

*In the event of a large-scale incident, the emergency vehicles at GTCC (ambulance, rescue truck, etc.) may be pressed into service by Guilford County Emergency Management and should not be counted as an available resource for on-campus use.

External Resources

Emergency Services

Law Enforcement	911
Fire / Haz-Mat	911
EMS	911
Office of Emergency Management Disaster Information Hotline	336-641-5494
Office of Emergency Management Storm Damage Hotline	336-641-5550

Guilford County Dept. of Public Health

Greensboro Center	336-641-7777
High Point Center	336-845-9699

Hospitals

Cone Health	336-832-7000 or 336-391-2734
Cone Health Urgent Care	336-832-4400
High Point Regional Health System	336-878-6888
High Point Regional Health System Behavioral Health	1-800-525-9375
Jamestown-Regional Physicians	336-454-1166

Poison Emergency Help

Carolinas Poison Control Center	1-800-222-1222
	http://www.ncpoisoncenter.org

Governmental Regulatory Agencies

Department of Homeland Security	336-668-7272
Environmental Protection Agency	404-562-9900
FEMA	1-800-621-FEMA
	http://www.fema.gov/
NC Department of Insurance	1-800-546-5664
NC EPA	919-733-4984
NC OSHA (NC Dept. of Labor)	1-800-NC-LABOR

Victims Assistance Groups

National Institute of Mental Health	1-866-615-6464
	http://www.nimh.nih.gov/index.shtml
State Healthcare Plan for Post-Traumatic Stress Disorder	1-800-662-7030 (DHHS)
	http://www.ncdhhs.gov/sitemap/topicindex.htm
NC Division of Social Services	336-641-3000
LifeScope Employee Assistance	1-800-227-2195
	http://www.lifescopeeap.com

Volunteer Groups / Agencies
    American Red Cross   336-885-9121
                                              http://www.highpointredcross.org/
    Salvation Army   336-273-5572
                                              http://salvationarmyofgreensboro.org/

Public / Private Transportation Services
    Guilford County Transportation   336-641-4848
    Greensboro Transit Authority   336-373-2820
    High Point Transit System   336-883-3063
    Area Transportation listings   http://greensboronc.areaguides.net/ypcyellow.html
                                                (keyword search for "transportation")

Local Media
    WFMY (CBS)   336-379-9769
    WGHP (Fox)   336-841-8888
    WXII (NBC)   336-721-9944
    WXLV (ABC)   336-722-4545
    News 14 Carolina   919-882-4000

Manufacturers / Suppliers

Other Community Colleges   http://www.ncccs.cc.nc.us/
    Alamance Community College   336-578-2002
    Davidson County Community College   336-249-8186
    Forsyth Community College   336-723-0371
    Randolph Community College   336-633-0200
    Rockingham Community College   336-342-4261

EXTERNAL RESOURCES

Appendix 2

Emergency Instructions for Students

This information may be distributed electronically and/or attached to course syllabi in order to facilitate communicating the information to all students, if so desired. To add to a document, highlight the table, copy, and paste.

The following information is provided to help maximize your safety on campus.

EMERGENCY CALLS: You can use a campus phone to dial 911. From any campus phone on the Jamestown, Greensboro, and High Point campuses, dial 50911 to report an emergency or to request emergency assistance. When you call, be prepared to give your name, your exact location, the location of the emergency incident, and what type of assistance is required.

Medical Emergency
- ☐ If someone has a medical emergency, call 911 immediately.
- ☐ Call campus police at ext. 50911.
- ☐ Send someone to the front entrance of the building to direct emergency personnel to your location.

Severe Weather
- ☐ Move to an area in the interior of the building, away from windows and exterior doors.
- ☐ In the event of a tornado or other extreme weather event, sit on the floor against a wall, with your face down and your arms covering your head.
- ☐ Do not leave the building until you are told it is safe or the situation demands that you evacuate.

Hazardous Materials Accident / Chemical Spill
- ☐ Get out of the immediate area of the spill. Close doors or other sources of ventilation as you go, if you can do so safely.
- ☐ If required to evacuate the building, go in the direction indicated by campus staff or campus police.

Structure Fire / Evacuation
- ☐ DO NOT attempt to use elevators.
- ☐ Gather personal belongings. Take no more than 30 seconds to do so.
- ☐ Walk quickly and quietly to the nearest appropriate exit.
- ☐ Attempt to assist those who have impaired mobility or otherwise need help evacuating the building. If you are unable to assist them, advise a faculty or staff member that there are those needing assistance.
- ☐ Group in the designated assembly area for your building. If no assembly area is apparent, move to a safe area at least 300 feet from the building. Do not immediately leave the campus—it will cause a traffic problem that may impede the movement of emergency vehicles and will put you at an increased risk. You also may be able to provide helpful information to emergency responders about the incident.
- ☐ Be cautious of responding emergency vehicles. Do not block lanes of travel.
- ☐ Do not re-enter the building until told by campus police or a college administrator that an "all clear" has been issued.

Hostage / Barricaded Situation / Similar Incident
- ☐ When you learn of the situation, you should evacuate the building, provided it can be done safely. Go to the designated safe area. Follow all instructions from emergency service responders immediately.
- ☐ If you cannot safely exit the building, secure yourself in a safe room and wait for an "all clear" to be given by campus police.

Violence on Campus / Person with a Gun

☐ When you learn of the situation, you should evacuate immediately. Identify a safe route to the exit, then go. Leave personal belongings behind, if they are going to take any time to gather or may impede your ability to get away quickly.

☐ Alert others as you go.

☐ Call 911 and campus police. Be prepared to provide any information you have about the assailant, such as the number of persons involved, a description of them, their location, the types of weapons involved.

☐ Once you get outside the building or area, walk directly to police or in the direction they indicate. Identify yourself and keep your hands raised or on top of your head. Follow instructions immediately. If no police are visible, take cover. Hide in a place that totally blocks you from the assailant's view. If there is nowhere to hide, lie flat on the ground until you have the chance to get farther away.

☐ If you cannot get away from the area safely, you should hide in the nearest safe room. Lock the doors and barricade them, if you can do so safely and quietly. Close the windows and blinds or curtains. Turn off the lights in the room. Be very quiet. Sit behind furniture across the room from the hallway or space you think the assailant may be using. If you can do so quietly, use a cell phone to notify 911 or campus police of your location. Do not open doors until law enforcement or someone with a *known*, *familiar* voice gives an "all clear" signal or comes to escort you to safety.

If you have registered with E2Campus, check your cell phone for a text message alert.

To register for this free service, go to http://supportservices.gtcc.edu/e2campus-alert-system/

Appendix 3

Emergency Instructions Card

The following 4 pages can be organized into a single 11x17 sheet, which can be printed and laminated (or printed on heavy paper or card stock), scored/folded in the center, and placed in each classroom. It contains a list of emergency instructions for various types of emergency events.

EMERGENCY INSTRUCTIONS

IF YOU HAVE AN EMERGENCY, CALL 911

Campus Police Emergency Number: 50911

FIRE ALARM / WEATHER ALERT

ANNUNCIATION SYSTEM: FIRE ALARM—Evacuate the building.
ANNUNCIATION SYSTEM: HAZARDOUS WEATHER ALERT—Take cover within the building.

If you hear the Fire Alarm (announcement):
- ☐ There are no unannounced fire drills! Assume the alarm is the real thing!
- ☐ DO NOT use the elevators.
- ☐ Evacuate the building. Go to designated areas. Give special attention to those needing assistance.
- ☐ Stay at least 300 feet away from the building.
- ☐ Do not re-enter the building for any reason until an "all clear" has been given.

If you hear the Weather Alarm (announcement):
- ☐ Move away from exterior doors and windows.
- ☐ Take cover. Give special assistance to children, the elderly, and the disabled.
- ☐ If time permits, move to designated areas or lower level interior hallways and classrooms.
- ☐ Get under sturdy furniture (tables, desks). Protect your eyes and head.

If you have registered with E2Campus, check your cell phone for a text message alert.

BUILDING EVACUATION REQUIRED

If evacuation of the building is required because of structural damage, flooding, suspicious odors, etc.:
- ☐ DO NOT use the elevators.
- ☐ Evacuate the immediate area.
- ☐ Notify the nearest faculty or staff member of the situation.
- ☐ Walk quickly and quietly to the nearest safe, accessible exit.
- ☐ Assist any children, elderly or disabled in reaching the exits, if possible.
- ☐ Leave the building. Go to a designated assembly area OR a safe area at least 300 feet away.
- ☐ If you do not see Campus Police, call them with a cell phone at 336-334-4822 ext. 50911.
- ☐ Do not return to the building until an "all clear" has been issued by Campus Police.

TAKE THIS CARD WITH YOU IF YOU EVACUATE!

WEATHER EMERGENCY

If you hear a WEATHER ALARM (announcement):
- ☐ **Take cover.** Walk quickly and quietly toward the center area of the building. DO NOT open exterior doors or leave the building.
- ☐ Communicate the warning with others in the building.
- ☐ Seek narrow hallways and windowless rooms toward the center of the building. Seek the lowest level of the building, if you can do so without exposing yourself to danger.
- ☐ Sit on the floor against an interior wall or get under heavy furniture.
- ☐ DO NOT leave the building until an "all clear" is given.

If a tornado is sighted:
- ☐ There may not be time for an alert to sound. If you see a tornado, **take cover.**
- ☐ Go immediately to the interior of the building.
- ☐ Try to go as far as possible from the direction of the tornado.
- ☐ Do not leave the building until an "all clear" is given.

MEDICAL EMERGENCY

If a MEDICAL EMERGENCY occurs:
- ☐ If an ambulance is needed, **call 911**.
- ☐ Call Campus Police at ext. 50911 to report the event.*
- ☐ Send someone to front entrance of the building to direct rescue personnel to the victim.
- ☐ Protect the victim from further injury. Remove furniture and other items from around the victim.
- ☐ If the victim is breathing, turn him or her on one side. **Do not put anything in the victim's mouth**.
- ☐ If the victim is not breathing, begin CPR.

All other medical incidents:
- ☐ Contact Campus Police at ext. 50911 to report the incident.*
- ☐ Take or send the person to the First Aid Room located at the Campus Police office on the first floor of the Medlin Center. On all other campuses, take or send the person to the administrative office in your building.
- ☐ Complete accident report form (OSHA form 101) available from Campus Police.
- ☐ All personal or motor vehicle accidents or criminal incidents should be reported immediately to Campus Police.

*Note: At the Aviation Center, notify the senior instructor on campus, who will contact the Campus Police. All other campuses call Campus Police at 334-4822, ext. 50911.

FIRE

If you detect a fire in or near a building:
- ☐ Pull the fire alarm nearest you.
- ☐ Call 911.
- ☐ Call Campus Police (x50911) and report the location of the fire.

If you hear the fire alarm in your building or area:
- ☐ Quickly read these instructions to those in the room. Take no more than 30 seconds to do so.
- ☐ **DO NOT use the elevators.**
- ☐ Walk quickly and quietly to the nearest accessible exit.
- ☐ Assist any children, elderly, or disabled in reaching the exits, if possible.
- ☐ Leave the building. Go to the designated assembly area OR a safe area at least 300 feet away from the building.
- ☐ Do not obstruct lanes of travel used by emergency vehicles.
- ☐ If you do not see Campus Police, contact them with an available cellular phone at 336-334-4822 ext. 50911.
- ☐ Do not return to the building for any reason until an "all clear" has been given by Campus Police.

HAZARDOUS MATERIALS INCIDENT / CHEMICAL SPILL

Upon detection or notification of a hazardous materials incident:

In Your Building
- ☐ Immediately evacuate the room or area. If possible, secure the windows, door and other sources of ventilation as you leave. Assist any children, elderly, or disabled in reaching the exits, if possible.
- ☐ Notify the nearest instructor or staff member.
- ☐ Notify Campus Police at ext. 50911.
- ☐ Notify Campus Police of the nature of the spill and the materials involved, if known.
- ☐ If appropriate, follow the "Medical Emergency" Guideline in this booklet..

Outside Your Building
- ☐ Ensure all windows and doors are closed.
- ☐ Advise all occupants to remain inside until told to evacuate.
- ☐ If appropriate, follow the "Medical Emergency" Guideline in this booklet.

RAIL INCIDENT
(Jamestown Campus)

In any event of a train incident or derailment:
- ☐ If you witness the incident, call 911 and Campus Police (ext. 50911) to report it.
- ☐ DO NOT attempt to approach the train. Assume that any freight train is carrying hazardous cargo. Follow the Hazardous Materials Incident "Outside Your Building" instructions.
- ☐ DO NOT attempt to enter the parking lots adjacent to the rail line north of the main campus (Parking Lots Overflow and E) unless instructed.
- ☐ If you are instructed to remove your vehicle from affected parking areas, look for Campus Police or Emergency Services traffic controls. Use extreme caution. Watch for pedestrians.

BOMB THREAT

If you receive a direct threat:
- ☐ **Call 911**. Give your name and the location of the reported device.
- ☐ Call Campus Police at ext. 50911.
- ☐ If the threat is in your building or area, activate a fire alarm and evacuate the area immediately. Assist any children, elderly, or disabled in reaching the exits, if possible.

When notified of a bomb threat or suspicious package in your building or area:
- ☐ Walk to the nearest accessible exit. Assist those needing help in reaching the exits, if possible.
- ☐ Go immediately to the designated assembly area. Keep clear of emergency traffic lanes.
- ☐ Do not return to the building until an "all clear" has been given by Campus Police.

HOSTAGE / BARRICADE INCIDENT

- ☐ **Call 911**. Give your name and the location of the reported incident.
- ☐ Call Campus Police at ext. 50911.
- ☐ If the incident is in your building or area, **evacuate the area immediately**. Assist any children, elderly, or disabled in reaching the exits, if possible.
- ☐ Follow instructions given by law enforcement or emergency services personnel on the scene.
- ☐ Unless directed otherwise, go to the designated assembly area and *stay there*—you may be needed as a source of information.
- ☐ Stay clear of emergency lanes of travel.
- ☐ Do not attempt to re-enter the building until an "all clear" has been issued by Campus Police.

If you are in a building where a hostage situation exists and you cannot evacuate immediately:
- ☐ Secure yourself and others in a safe room until removed by emergency personnel or until you receive other instructions from emergency personnel.
- ☐ Be patient; avoid drastic actions.
- ☐ Be alert; comply with instructions as best you can.
- ☐ Be observant; you may be able to provide needed information to police officers.

PERSON WITH A GUN / VIOLENT ACT

If you are aware of a person with a gun or threatening violence:
- ☐ **Alert** those around you. **Call 911**. Provide your name and location. Provide a description of the assailant and the type of weapon involved. *DO NOT endanger yourself to gather information.*
- ☐ **Get away**. Identify an escape route, then *go*. Leave belongings behind. If you can evacuate the area safely, walk quickly and quietly to the exit. Assist those needing help in reaching the exits.
- ☐ Consider using windows as an escape route (ground floor).
- ☐ Warn others as you leave the area. Stay behind cars, buildings, trees, retaining walls, etc.
- ☐ **If police officers are on the scene**, move toward police vehicles, keeping your hands raised or on top of your head.
- ☐ **Do exactly and immediately what the police tell you to do.**

If you cannot get away safely:
- ☐ **Hide**. Go to the nearest room. Do not hide in restrooms.
- ☐ Unless you are near an exit, do not run down a long hallway.
- ☐ Lock or barricade the doors and close the windows. If there is a door wedge, push it under the door.
- ☐ Leave blinds and curtains open. Stay low and out of view from the windows.
- ☐ Turn off the lights.
- ☐ Get to a point in the room as far from the door as possible.
- ☐ Stay low and quiet. Silence cell phones.
- ☐ If you have registered with E2Campus, check your cell phone for a text message alert.
- ☐ DO NOT open doors until law enforcement gives an "all clear" or comes to escort you to safety.

Appendix 4

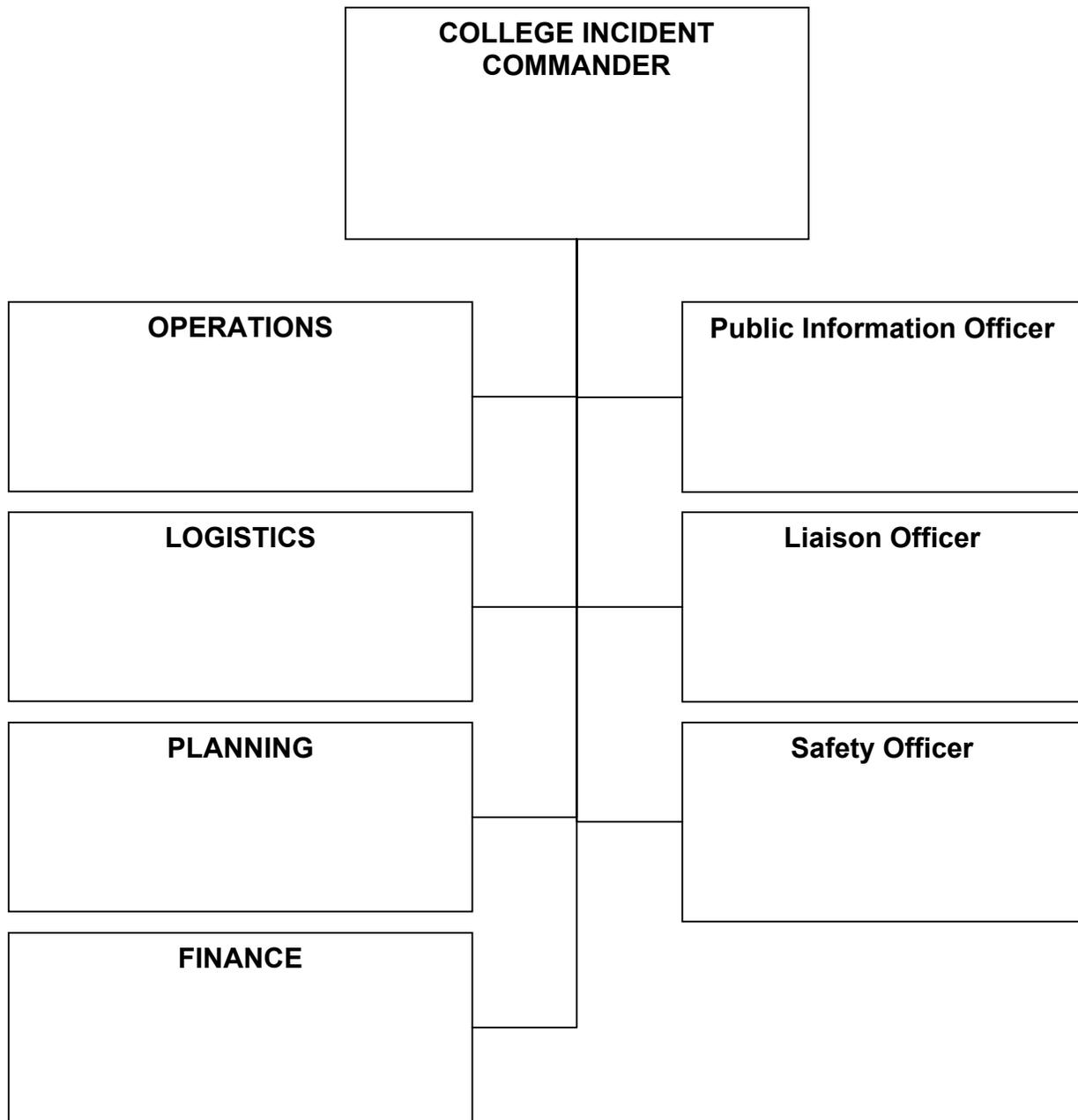## Incident Command System
Documentation Forms

The following forms are those distributed by the Federal Emergency Management Agency (FEMA) for use during emergency incidents. The College Incident Commander or College Liaison Officer should maintain this log.

Incident General Staff / Command Staff Worksheet: This form is to be used as a quick reference of who is assigned to each leadership position, with room on the worksheet for notes, cell numbers, etc.

Organization Assignment List: The Organization Assignment List is the detailed worksheet of leadership assignments for the incident. It is the general worksheet for all types of incidents and all types of lead agencies; it has, therefore, headings that are not needed by GTCC. The Organization Assignment List worksheet is expected to be completed by the College incident Command Staff, as it will become part of the permanent documentation of the incident.

Unit Log: ICS 214 is the activity log for the incident. The information in this log should be as detailed and accurate as possible, as it will ordinarily become part of the permanent documentation of the incident. The Unit Log is expected to be kept by the ICS staff and is, typically, the first documentation to be reviewed by incoming Incident Command or Operations managers. The Unit Log is expected to be used when delivering an incident briefing to FEMA, TSA, or Homeland Security representatives.

INCIDENT COMMAND GENERAL STAFF / COMMAND STAFF WORKSHEET

COLLEGE INCIDENT COMMANDER

OPERATIONS

Public Information Officer

LOGISTICS

Liaison Officer

PLANNING

Safety Officer

FINANCE

ORGANIZATION ASSIGNMENT LIST			9.	Operations Section	
1. Incident Name			Chief		
			Deputy		
2. Date		**3. Time**	a.	Branch I – Division/Groups	
			Branch Director		
4. Operational Period			Deputy		
			Division/Group		
Position	Name		Division/Group		
5.	Incident Commander and Staff		Division/Group		
Incident Commander			Division/Group		
Deputy			Division/Group		
Safety Officer			b.	Branch II – Division/Groups	
Information Officer			Branch Director		
Liaison Officer			Deputy		
6.	Agency Representative		Division/Group		
Agency	Name		Division/Group		
			Division/Group		
			Division/Group		
			Division/Group		
			c.	Branch III – Division/Groups	
			Branch Director		
7.	Planning Section		Deputy		
Chief			Division/Group		
Deputy			Division/Group		
Resources Unit			Division/Group		
Situation Unit			Division/Group		
Documentation Unit			Division/Group		
Demobilization Unit			d.	Air Operations Branch	
Technical Specialist			Air Ops Branch Director		
Human Resources			Air Attack Supervisor		
Training			Air Support Supervisor		
			Helicopter Coordinator		
			Air Tanker Coordinator		
			10.	Finance Section	
			Chief		
8.	Logistics Section		Deputy		
Chief			Time Unit		
Deputy			Procurement Unit		
Supply Unit			Compensation/Claims Unit		
Facilities Unit			Cost Unit		
Ground Support Unit					
Communications Unit			Prepared by (Resource Unit Leader)		
Medical Unit					
Security Unit					
Food Unit					

ICS 203

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designation	5. Unit Leader (Name and Position)		6. Operational Period

7. Personnel Roster Assigned		
Name	ICS Position	Home Base

8. Activity Log	
Time	Major Events

9. Prepared by (Name and Position)

ICS 214 (front)

Appendix 4-3

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designation	5. Unit Leader (Name and Position)		6. Operational Period

8.	Activity Log
Time	Major Events

9. Prepared by (Name and Position)

ICS 214 (back)

Risk Index Worksheet

Instructions: Use the worksheet below when analyzing the potential risk presented by each hazard you identify at your school.

Hazard	Frequency	Magnitude	Warning	Severity	Risk Priority
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High ☐ Medium ☐ Low
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High ☐ Medium ☐ Low
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High ☐ Medium ☐ Low
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High ☐ Medium ☐ Low
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High ☐ Medium ☐ Low
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High ☐ Medium ☐ Low
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High ☐ Medium ☐ Low
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High ☐ Medium ☐ Low
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High ☐ Medium ☐ Low

Note: All hazards with a risk priority of "high" or "medium" should be considered in your school's Emergency Plan.