

Spelman College  
Emergency Response  
Procedures

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## Table of Contents

1.1	EXECUTIVE SUMMARY.....	3
1.2	PURPOSE.....	3
2.0	BASIC EMERGENCY RESPONSE ACTIONS:.....	4
2.1	Medical Emergency.....	4
2.2	Fire.....	4
2.3	Tornado/Severe Weather.....	4
2.4	Chemical Spill/Hazardous Materials Emergency.....	5
2.5	Armed Intruder.....	5
2.6	NOTIFICATION OF MAJOR EMERGENCIES.....	5
2.7	EVACUATION PROCEDURES.....	6
2.8	CAMPUS CLOSING – INCLEMENT WEATHER/OTHER.....	7
2.9	RESPONDING TO MAJOR EMERGENCIES.....	8
2.10	AUTHORITY AND RESPONSIBILITIES.....	8
2.11	EMERGENCY MANAGEMENT TEAM COMPOSITION.....	9
2.12	INITIATION OF EMERGENCY RESPONSE OPERATIONS.....	9
3.1	EMERGENCY COMMUNICATION SYSTEMS.....	11
3.2	EMERGENCY TELEPHONE ROSTER.....	11
3.3	CRISIS COMMUNICATION PROCEDURE:.....	11
3.4	GENERAL PREVENTION POLICY.....	12
3.5	GENERAL EMERGENCY PREPAREDNESS POLICY.....	12
3.6	FIRE PREVENTION POLICY.....	12
3.7	INSPECTIONS.....	12
3.8	SAFETY COMMITTEE.....	13
3.9	EMERGENCY PLAN REVIEW.....	13
3.10	DRILLS AND EXERCISES.....	13
3.11	TRAINING.....	13
4.1	BEING PREPARED FOR CAMPUS EMERGENCIES.....	14
4.2	ABBREVIATIONS AND DEFINITIONS:.....	15

## **1.1 EXECUTIVE SUMMARY**

The College highly emphasizes pro-active prevention and the education of faculty, staff, and students as a means to minimize hazards and behaviors that can lead to injuries, or hamper the effectiveness of response efforts associated with man-made emergencies or natural disasters. However, in as much as critical incidents may occur despite all efforts to prevent or curtail them the College has developed plans designed to prepare for, respond to, contain, mitigate, and recover from emergencies or critical incidents that may impact the College.

These plans provide guidelines for Spelman College administrators, faculty, staff and students to provide for the safety of community members, ensure an efficient and coordinated response to critical incidents, and to ensure the ability of the College to return to normal operations in the shortest possible time following an emergency.

These plans focus on those occurrences presumed to present the greatest risk to the College, identifies individuals responsible for implementing elements of the plans, outlines Spelman policies and procedures for responding to specific emergencies, and provides guidance regarding the communication of information to members of the College community and general public.

While the manual does not cover every conceivable situation, it does define the basic management model and provides guidelines to enable individuals and the College to respond appropriately to most campus emergencies. Our objective in all instances is to effectively respond to and control any incident where individuals are in danger or need help, or that significantly impacts or disrupts routine campus operations.

## **1.2 PURPOSE**

These procedures and policies are intended to reflect the basic response individuals should take in the most common emergencies likely to be experienced at the College and to define the management model to be employed when the College must respond to major emergencies of all types. In responding to major emergencies priority will always be placed on preventing or minimizing harm or injury to individuals, minimizing damage to College assets, and restoring normal operations in the shortest possible time frame.

The College is committed to maintaining a high state of emergency preparedness by educating community members to their roles and responsibilities, conducting regular vulnerability assessments, regularly reviewing and revising policies and procedures, providing prepositioned emergency response resources, and routinely testing and evaluating emergency response plans.

## **2.0 BASIC EMERGENCY RESPONSE ACTIONS:**

### **2.1 Medical Emergency**

- Call Public Safety (404) 525-6401, or extension 4911
- Provide your name, location, number of people injured, and description of the medical emergency
- Give a call back number in case of dropped calls and stay on the phone for instructions.
- Administer basic first aid
- Do not move injured party
- Stay with the injured until help arrives

### **2.2 Fire**

- When a fire alarm is activated, evacuation is mandatory
- **Evacuate the building immediately**
  - Do not use the elevators
- Take personal belongings with you (keys, wallets, etc.)
- Call Public Safety (404) 525-6401, or extension 4911
- Follow instructions from supervisors, fire department, or the police
- Help those needing assistance to move from the area
- Do not re-enter the building until authorized to do so by emergency personnel

### **2.3 Tornado/Severe Weather**

- Monitor local TV stations, radio stations, NOAA weather radio, weather related Internet sites, etc.
- Be prepared to take shelter on the lowest level of your building
- Do not pull the fire alarm
- Stay away from windows
- Move to an interior hallway
- Wait for an all clear notification prior to returning to your work area, class, or residence room
- If outdoors, lie in a ditch, or low-lying area if there is no time to get indoors

## **2.4 Chemical Spill/Hazardous Materials Emergency**

- Call Public Safety at (404) 525-6401, Or extension 4911
- Provide information on the type of chemicals (if known), size of the spill, and possible exposures
- Evacuate the area and the building based on instructions from emergency personnel
- The evacuated area should remain evacuated until an all clear indication is given by the appropriate authorities
- Do not leave the area as you may need to be decontaminated.

## **2.5 Armed Intruder**

- Call Public Safety at (404) 525-6401, Or extension 4911
- In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life
- If it is possible to flee the area safely and avoid danger, do so
- If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area
- Remain in place until an “all clear” is given by an authorized person or law enforcement official

## **2.6 NOTIFICATION OF MAJOR EMERGENCIES**

Notice of major emergencies on campus or in the immediate vicinity will be communicated by utilizing one or more of the following communication methods to alert the campus of immediate or imminent danger:

- PIER Emergency Notification System - Emergency notifications via phones, cell phones, web sites, text messages, and email
- Outdoor Warning Sirens – Audible sirens to alert people outdoors of a severe weather condition, or other condition requiring shelter in place protocols.
- Building Notification Systems – NOAA Weather radios, phone trees, local radio stations
- Spelman Safety Liaisons – Volunteer staff in each facility who are trained to assist with safety and security programs

The Public Safety Department is the focal point for reporting emergency conditions at all times and will in most instances be the unit responsible for issuing initial emergency alerts utilizing the methods referenced above.



## **2.8 CAMPUS CLOSING – INCLEMENT WEATHER/OTHER**

In the event of inclement weather, you may obtain information regarding the College's operational status by following the steps below:

1. Call the information line at (404) 270-6116 or (404)270-6117 at 6:00 a.m. to find out the operational status of the College.
2. If you are having trouble with any of the phone lines above, call **Public Safety** at **(404) 525-6401** for an update.
3. Check the College Web site ([www.spelman.edu](http://www.spelman.edu)) at 6:00 a.m.  
A message will be posted on the home page regarding the operational status of the College.
4. Although the College's operational status during inclement weather is often reported to local television news media, please **DO NOT** rely on these sources to confirm the College's status.
6. For the most accurate update, it is important that you access the information lines referenced above or [www.spelman.edu](http://www.spelman.edu).

### **On Campus: When Bad Weather Strikes**

When bad weather strikes during the hours of normal business operations, please follow the steps below to determine school closings:

1. Call the information line at (404) 270-6116 or (404)270-6117 to find out the operational status of the College.
2. Check your e-mail -- messages will be sent regarding the College's operational status.
3. Although the College's operational status during inclement weather is often reported to local television news media, please **DO NOT** rely on these sources to confirm the College's status.

For the most accurate update, it is important that you access the information lines referenced above or [www.spelman.edu](http://www.spelman.edu).

4. Print a copy of this letter and keep it on file for future reference. Doing so will eliminate confusion and ensure that you have the most up-to-date information regarding Spelman's operational status.

## **2.9 RESPONDING TO MAJOR EMERGENCIES**

A hazard vulnerability analysis of the College and surrounding community identified several types of critical incidents likely to be encountered. The College emergency response plans and procedures have been developed with a focus on these potential threats.

In order of priority, these vulnerabilities have been identified as: Injuries, Fire/Explosion, Severe Weather, Hazardous Materials Incidents, Transportation Accidents, Criminal Acts, and Community-Wide Disasters.

The National Incident Management System (NIMS) and the Incident Command System (ICS) are the operational and functional management models that will guide the College response to critical incidents. Utilization of these models will ensure a well coordinated response to critical incidents by College staff, and ensure the ability of College administrators and staff to work effectively with local, state, and federal agencies that may be involved in assisting in response to campus incidents.

The Incident Command System is a standardized, on-scene all-hazard incident management approach. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. The Incident Command System has considerable internal flexibility that allows it to grow or shrink to meet the evolving demands present in critical incidents as they grow or contract. This flexibility makes it a very efficient and cost effective management approach for incidents of all size and scope.

## **2.10 AUTHORITY AND RESPONSIBILITIES**

The President or her designee shall direct the College response to major emergencies or disasters, and may delegate authority to an Emergency Management Team for implementation of operational responses to critical incidents that impact the College.

When activated the mission of the Emergency Management Team shall be to coordinate the College response to a critical incident, emergency, or disaster in the safest, most timely, and effective manner possible. The Emergency Management Team is authorized to utilize and commit any available College resources including personnel, facilities, tools, or other assets deemed necessary to minimize the potential for harm or injury to individuals, or to minimize damage to or loss of College assets.

## **2.10 cont.**

The actions of the Emergency Management Team shall in all instances be guided by the following objectives and principles:

- Protection of the life and safety of all members of the College community.
- Containment / mitigation of emergency situations, and assessment of damages.
- Restoration of routine College operations.

The Emergency Management Team is authorized to make any administrative decisions necessary to accomplish its mission including but not limited to: declaring a state of emergency, canceling classes, ceasing normal business operations, closing the campus to visitors, initiating mutual aid agreements, contracting for emergency services, or any other actions that may be prudent and necessary to ensure an effective response to the circumstances being confronted.

It is anticipated that as incident management operations progress the administrative control of the College will incrementally transition from an emergency command structure (ICS) back to normal College organizational structure, policies, procedures, and routines.

## **2.11 EMERGENCY MANAGEMENT TEAM COMPOSITION**

Individuals in the following positions may serve on the Emergency Management Team at the direction of the President or her designee:

- Members of the Senior Management Team
- Department Chairs, Department Heads, Department Directors

## **2.12 INITIATION OF EMERGENCY RESPONSE OPERATIONS**

In a spontaneous emergency the individual with first knowledge of the event will notify the Public Safety Communications dispatcher. The Public Safety shift duty supervisor will determine if the Emergency Management Team should immediately be activated, or if the President or a Senior Team Member should be consulted to determine if activation of the Emergency Management Team is appropriate.

In a spontaneous emergency situation the Public Safety shift duty supervisor is authorized to initiate any and all available emergency notification systems capable of alerting Spelman Community members of immediate or imminent danger.

In the event of a pending or projected emergency the President or her designee may authorize the activation of the Emergency Management Team.

**2.12 cont.**

The Emergency Management Team when activated will establish functional task groups as needed to address each of the following critical response components under the direction and supervision of an individual designated as the Incident Commander:

- Initial Response and Incident Containment Team  
(Responsible for initial response to incidents and on scene management through resolution of the incident)

Representation from Facilities Management, Public Safety, Student Health Services, Student Affairs, and MIT is desirable if feasible.

- Communications Team ( Responsible for managing communication processes for internal and external constituents)

Representation from The Office of Communications, Academic Affairs, Enrollment Management, Student Affairs, and MIT is desirable if feasible

- Community Support Team (Responsible for identifying and supporting the short and long term needs of students, faculty, staff, and visitors)

Representation from Student Affairs, Human Resources, Counseling, Food Services, Facilities management, and Public Safety is desirable if feasible.

- Business Continuation Team (Responsible for ensuring all essential business operations can be sustained through the emergency period)

Representation from Business and Financial Affairs, Human Resources, MIT, Academic Affairs, Institutional Advancement, and The Presidents Office is desirable if feasible.

- Executive Policy Team (Responsible for defining policy guidelines and objectives for the working teams. The focus of the group is on ensuring the long term viability of the institution)

Representation from the Presidents Office, Business and Financial Affairs, Board of Trustees, Institutional Advancement, and Academic Affairs is desirable if feasible.

**2.12 cont.**

The numbers of individuals assigned to each group and the task priorities established by each group shall be dictated by the nature and scope of the emergency. When feasible a Senior Team Member should lead each of the major task groups.

**3.1 EMERGENCY COMMUNICATION SYSTEMS**

Notice of major emergencies on campus or in the immediate vicinity will be communicated by utilizing one or more of the following communication methods to alert the campus of immediate or imminent danger:

- PIER Emergency Notification System - Emergency notifications via phones, cell phones, web sites, text messages, and email
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- Building Notification Systems – NOAA Weather radios, phone trees, local radio stations
- Spelman Safety Liaisons – Volunteer staff in each facility who are trained to assist with safety and security programs

The Public Safety Department is the focal point for reporting emergency conditions at all times and will in most instances be the unit responsible for issuing initial emergency alerts utilizing the methods referenced above.

**3.2 EMERGENCY TELEPHONE ROSTER**

The Spelman College Police Dispatcher shall have access at all times to emergency telephone numbers for all key personnel.

**3.3 CRISIS COMMUNICATION PROCEDURE:**

The Office of Communications is charged with developing and maintaining a comprehensive Crisis Communication Plan to support the needs of the College in times of emergencies.

### **3.4 GENERAL PREVENTION POLICY**

As a means of reducing the possibility of critical incidents it is the policy of the College to maintain an aggressive and proactive approach to all safety concerns, which will include but will not be limited to training, inspections, and incident review. These efforts will be monitored by the College Safety Committee.

### **3.5 GENERAL EMERGENCY PREPAREDNESS POLICY**

It shall be the policy of the College to anticipate emergency situations, and each work unit and facility shall have current emergency response procedures in place to address the special needs of the facility and to protect life and property and ensure the institution's ability to function effectively.

The Facilities Management Services, Public Safety, Residence Life, Student Health Services, and Food Service Departments shall maintain policies and procedures, tools / equipment, and supplies capable of supporting emergency response operations for each of the following emergencies: Fire, Resident Relocation, Severe Weather, Mass Causality Incidents, Pandemic Illnesses, Armed Assaults, Haz-Mat Incidents, and Community-Wide Disasters.

Division and Department Heads are charged with responsibility for implementing this policy.

### **3.6 FIRE PREVENTION POLICY**

It shall be the policy of the college to develop systems to eliminate or reduce potential fire hazards throughout the campus. The fire prevention program is designed to protect students, personnel, visitors, and property from fire and combustible products. All items related to fire/life safety shall be in compliance with the:

- Life Safety Code NFPA 101
- City of Atlanta Buildings and Fire Code
- Other relevant local, state and federal regulations.

### **3.7 INSPECTIONS**

Safety inspections of all facilities are conducted on an on-going basis. In addition to scheduled maintenance checks to detect problems unit Supervisors are expected to routinely check for and immediately report any hazards in their workspace.

### **3.8 SAFETY COMMITTEE**

The Spelman College safety committee is charged with the responsibility of facilitating a high degree of safety awareness on campus and assessing effectiveness of safety policies. The committee shall have representation from faculty, staff, and students. The committee shall maintain standing committees for Fire Safety, Laboratory Safety, Safety Education and Training, Law Enforcement & Security, Emergency Preparedness, and Policy and Procedure Review.

### **3.9 EMERGENCY PLAN REVIEW**

Spelman College Emergency Response Plans shall be reviewed annually during the fall semester by the College Safety Committee and revisions shall be published prior to the first day of class of the spring semester.

### **3.10 DRILLS AND EXERCISES**

Fire and Disaster Drills shall be conducted from time to time to assess the adequacy of current plans and to evaluate the response of faculty, staff, and students. The response during a drill is expected to reflect what would occur during an emergency similar to the scenario presented. A minimum of two fire drills will be conducted in each residence hall each semester, and one fire drill shall be conducted in each academic and or administrative building each semester. A campus - wide disaster drill that evaluates the emergency notification system and emergency management model shall be conducted annually.

### **3.11 TRAINING**

A formal training program shall be maintained that will ensure all employees, and students are aware of the College's emergency procedures. The design and oversight of this program shall be the joint responsibility of the Human Resources and Public Safety Departments. Every Division and Department Head is charged with ensuring that the individuals they supervise participate in all prescribed safety training. Table top drills shall also be used to train key personnel throughout the year.

New employees shall receive training in emergency procedures during New Employee Orientation and through on going departmental in-service. All departments shall formulate appropriate in-service training to enable employees to respond to the range of emergencies they are most likely to encounter.

## 4.1 BEING PREPARED FOR CAMPUS EMERGENCIES

Every member of the Spelman Community should take steps in advance to be prepared for emergencies on and off campus. In addition to being familiar with campus emergency procedures, taking the following steps and having available the items suggested below can greatly enhance your ability to remain safe and or assist others during an emergency.

- **I have programmed the Spelman Public Safety Department's phone number, 404-525-6401 into my cell phone so I can call them quickly in case of emergency.**
- **My roommates and/or close friends know how to contact my parents or other emergency contacts.** My parents know how to contact my roommates and/or close friends in case of emergencies.
- **I have an entry in my cell phone of ICE (In Case of Emergency) so that police/fire/EMS can contact my emergency contact if I cannot speak.**
- **I know more than one way to get out of every building where I live or have classes.** If one exit is blocked, I can get out of the building using a different exit. I am familiar with the fire exits in my home and in the buildings in which I have classes.
- **I know where to shelter at home and at school in case of severe weather such as a tornado.**  
For a severe weather shelter area, I should avoid: windows and areas where there might be flying glass, exterior walls, rooms with high ceilings such as auditoriums, and I should try to get to one of the lowest levels in the building.
- **When I go out at night, I have a plan on how I will get home.** I have friends that I can call to pick me up if I get stuck at a party or location where I feel uncomfortable. My roommates/friends know where I am going and the people I am with.
- **I know how to get to the Spelman Health Center if I get sick. I am planning to get a flu shot during the fall semester.** To decrease my chances of getting the flu, I wash my hands regularly with alcohol based soap. I cough into my sleeve and not my hands.
- **I know there is a possibility of a pandemic influenza and understand that if this occurs, I should avoid large gatherings and keep a 3-6 foot buffer between myself and other people.**
- **I know the housing staff for my residence hall, including my Resident Assistant, Hall Director, and other staff in case there is an emergency or other problem.**
- **I have an emergency kit that includes a flashlight, a radio (and fresh batteries), non-perishable food, a first aid kit, and other items.**

## 4.2 ABBREVIATIONS AND DEFINITIONS:

### Critical Incident / Emergency / Disaster

“An extraordinary event which places lives and or property in danger and requires the commitment and coordination of numerous resources to bring about a successful resolution.”

“Any situation where persons have been or are likely to be injured, property has or is likely to be severely damaged or destroyed, or there is the likelihood that normal campus operations will be disrupted.”

1. **Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College (e.g., illness and other personal events).
2. **Major Emergency:** Any incident, potential or actual, which affects an entire building or buildings, and which disrupts the overall operations of the campus.
3. **Disaster:** Any event that seriously impairs or halts the operations of the College, and or causes major disruption of AUC community routines and operations. Casualties and severe property damage are likely.

### Shelter in Place

“Upon notice of a potentially dangerous situation taking steps to secure the room you are in from unauthorized or unwanted entry, and limiting the potential for environmental exposure to hazardous agents by closing windows and other sources of airborne entry to the space you are occupying.”

**MSDS** Material Safety Data Sheets