

*COLUMBUS STATE UNIVERSITY
THE CUNNINGHAM CENTER
3100 GENTIAN BLVD.
COLUMBUS, GEORGIA 31907*

EMERGENCY GUIDELINES



EMERGENCY

GUIDELINES

Web-site: <http://www.epc.georgetowngroup.net>

CALL THESE NUMBERS IN CASE OF AN EMERGENCY:

Police/Fire Emergency Number	911
Columbus State University Office	(706) 507-8800
Columbus States University Police Department	(706) 568-2022
Columbus Police Department	(706) 653-3000
Muscogee Sheriff Department	(706) 653-4225
Columbus Fire Department	(706) 653-3435
Georgia Bureau of Investigation	(404) 244-2600
Federal Bureau of Investigation (Columbus)	(706) 596-9603
U.S. Marshall's Service	(706) 649-7822
Metra Transportation	(706) 653-4413
Columbus Regional Technology Incubator	(706) 562-8339

Hospitals:

The Medical Center	(706) 571-1000
St. Francis	(706) 596-4000
Doctor's Hospital	(706) 494-4262
Hughston Orthopedic Hospital	(706) 494-2446

**EMERGENCY GUIDELINES
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“?” EMERGENCY GUIDELINES

The “?” is dedicated to safe and orderly working environment in The Columbus State University Cunningham Center. This set of guidelines is meant to be a practical guide that provides **general procedures** to follow in case of various emergencies. The Staff and Incubator Tenants are expected to know these procedures and know the specific plans and procedures that are created for the specific work site or area in which they work.

We have refrained from using the term “disaster” in the process of preparing this Emergency Preparedness Plan. The term “disaster” lends itself to a preconceived notion of a large-scale event. We normally frame this as a “natural disaster”. In fact, each event must be addressed within the context of the impact it has on this building while remaining in the framework of more comprehensive plans on the University, City/County or regional level. What might constitute a nuisance to a larger area may well be a “disaster” to the Cunningham Center. Therefore for the purposes of this plan we will use the term “*event*.” Some events may well prove to be no more than a drill while another could well be considered a disaster or catastrophe. Only after the said event/events if they occur will history determine the proper descriptive term.

If an emergency arises:

- A. Be sure the CSU Incubator office and/or your supervisor is notified and help is summoned.
- B. Follow the guidelines outlined in this booklet.
- C. Reassure your employees, co-workers, visitors and staff, employees, and visitors; your calm approach will help staff, employees, and visitors follow instructions that could save lives during an emergency.
- D. Be prepared to react to instructions from law enforcement, University or Incubator Administration; keep your phone line CLEAR.

Working together, all of us will help make The Cunningham Center a very safe place to work and prosper.

IN CASE OF AN EMERGENCY CALL THE APPROPRIATE NUMBERS LISTED.

Police/Fire Emergency Number	911
Columbus State University Office	(706) 507-8800
Columbus States University Police Department	(706) 568-2022
Columbus Police Department	(706) 653-3000
Muscogee Sheriff Department	(706) 653-4225
Columbus Fire Department	(706) 653-3435
Georgia Bureau of Investigation	(404) 244-2600
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Columbus Regional Technology Incubator	(706) 562-8339

Fire Drill, Tornado Drill, and Earthquake Drill

FIRE DRILL GUIDELINES

1. Columbus State University's or Cunningham Center's alarm sounds.
or
2. Individual notices either fire or smoke, dials 911, and files a report.
3. Cunningham Center receives notification of report either from Fire Dept, Columbus University Police Department.
4. Floor Leaders should assume their assigned posts being sure to carry the communication devices provided for such events.
5. Take your **emergency information** and something to write with along with personal belongings such as handbags and PDAs.
6. Close office and/or meeting room windows and doors. (do not lock doors)
7. Lead staff, employees, and visitors and follow the evacuation route for your meeting room/area.
8. **NO TALKING:** Silence will allow everyone to hear emergency instructions.
9. After exiting-
 - Walk well clear of the building at least 500 feet. (See Appendix III).
 - Keep the class/group together.
 - Take attendance; report any missing persons to Floor Leaders or Administrators.
10. Walk quickly to the designated point of assembly. (As designated by Administration of Cunningham Center for your particular office/meeting room.)
11. Follow instructions from Floor Leaders, as assigned by the administration of the Cunningham Center, or other emergency response personnel.
12. Wait for "all clear signal" from appropriate University or emergency response official to re-enter, or wait for further instructions.
13. If any person attempts to leave the area prior to official release, attempt to identify the individual/individuals for emergency response authorities whom may need this information for search and/or rescue operations.
14. If necessary, follow the "Fire Aftermath" guidelines shown later in this guideline.

TORNADO DRILL GUIDELINES

1. Columbus, Georgia's, Columbus State University's or Cunningham Center's alarm sounds. Designated Administrators will have Emergency Weather (NOAA) Radios tuned for the Columbus area.
2. Floor Leaders should assume their assigned posts being sure to carry the communication devices (walkie-talkies) provided for such events.
3. Where possible do not leave the building and stay indoors.
4. Do not use the elevators.
5. Take shelter in designated areas. (See Evacuation Sites)
6. Take your **emergency information** and something to write with along with personal belongings such as handbags and PDAs.
7. Close office and/or meeting room windows and doors. (do not lock doors)

8. Lead staff, employees, and visitors to pre-designated Tornado Safety area as noted below under Evacuation Sites.
9. Ensure that staff, employees, and visitors take the proper safety position (**backs facing wall**).
10. Wait for instructions; keep staff, employees, and visitors quiet.
11. If necessary, follow the “Tornado Aftermath” guidelines shown later in this booklet.

EVACUATION SITES

Incubator Ground Floor	Move to hallway, restrooms, and kitchen
Incubator First Floor	Move to ground floor hallway, restrooms, and kitchen
CCLD Second Floor (visitors)	Move to ground floor hallway
CCLD Third Floor	Move to ground floor hallway, left brain and right brain meeting rooms
Banquet Area	Move to Banquet “A” or kitchen
CQTL	Move to ground floor hallway, left brain and right brain meeting rooms
CCLD	Move to kitchen, or Libby’s office (Room # 136)
Mid-section staff	Move to kitchen, or Libby’s office (Room # 136)

EARTHQUAKE DRILL GUIDELINES

1. NO ALARM WILL SOUND; earthquakes are signaled by low, loud rumbling.
2. Tell your staff, employees, and visitors: **“Earthquake, take cover.”**
3. Everyone should duck and cover up under the nearest desk or table.
4. Once the ground and building stop shaking, use the fire drill procedure and exit route.
5. Take your charges (staff/visitors) to the pre-designated Safety Zone.
6. Follow “Earthquake Aftermath” guidelines shown later in this Plan.

ENVIRONMENTAL EVENT

NOTE: These guidelines should be followed in the case of contamination of air or water supplies.

A) In case of contamination of the water supply, an announcement will be made by email, telephone or messenger to alert everyone to this specific problem. Once the announcement is made; **NO WATER SHOULD BE CONSUMED FOR ANY REASON FROM THE BUILDING'S WATER SUPPLY.**

B) In case of contamination of the air supply, the following “next steps” are possible:

1. If the air supply is contaminated **INSIDE** the building, then a Fire Drill procedure will be initiated.
2. If the air supply is contaminated **OUTSIDE** the building, then air system shutdown will be initiated and instructions will be given over the PA.

C) Communication:

Once water or air contamination is detected, the building principal will ensure that the following are contacted immediately either by phone, email or messenger:

Police/Fire Emergency Number	911
Columbus State University Office	(706) 507-8800
Columbus States University Police Department	(706) 568-2022
Columbus Police Department	(706) 653-3000
Muscogee Sheriff Department	(706) 653-4225
Columbus Fire Department	(706) 653-3435
Georgia Bureau of Investigation	(404) 244-2600
Federal Bureau of Investigation (Columbus)	(706) 596-9603
U.S. Marshall's Service	(706) 649-7822
Metra Transportation	(706) 653-4413
Columbus Regional Technology Incubator	(706) 562-8339

D) Evacuation:

1. If the water supply cannot be restored, the evacuation plan for the specific building will be initiated and carried out.
2. If the air supply **INSIDE** the building is contaminated, staff, employees, and visitors will be gathered in the building's outdoor “Safety Zone” and evacuated by emergency transportation from that point if required.
3. If the air supply **OUTSIDE** the building is contaminated, staff, employees, and visitors will remain inside until a “window of opportunity” exists for safe evacuation by emergency transportation.

NUCLEAR or CHEMICAL CONTAMINATION EVENT

NOTE: These guidelines should be followed in the case of contamination resulting from a spill of nuclear or chemical substances, or from a nuclear power plant event.

- A. Once nuclear/chemical contamination is detected or reported to the Cunningham Center and proper authorities the **Tornado Drill Procedure** should be initiated. Evacuation of building should be to an upwind location. Example: In case of chlorine tanker leak on I185.
- B. At the same time that this drill begins, if the event is chemical contamination, the building's air handling equipment should be monitored and shut-off if warranted.
- C. Communication:
Once the school begins this set of procedures, phone or school radio should be used to contact:

Police/Fire Emergency Number	911
Columbus State University Office	(706) 507-8800
Columbus States University Police Department	(706) 568-2022
Columbus Police Department	(706) 653-3000
Muscogee Sheriff Department	(706) 653-4225
Columbus Fire Department	(706) 653-3435
Georgia Bureau of Investigation	(404) 244-2600
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- D. Evacuation:
All staff and Incubator business personnel will have to stay alert to the options for evacuation. In some cases, almost immediate evacuation may be necessary; however, depending on the circumstances, there may be a long wait before evacuation can occur.
- E. In all cases, following the instructions and directives of rescue and police personnel will be critical during such an emergency.

EVENT AFTERMATH - FIRE or ENVIRONMENTAL

- A. Move all staff, employees, and visitors to designated “Safety Zone.”
If this location has been rendered unusable, go to a gathering place designated by authorities.
- B. Report all injuries once your staff, employees, and visitors reach the Safety Zone.
Keep your staff, employees, and visitors together in the Safety Zone.
- C. Keep track of your staff, employees, and visitors.
 - 1. List staff, employees, and visitors who are injured.
 - 2. List staff, employees, and visitors who are removed from your group for treatment of injuries.
 - 3. **If anyone arrives to take staff, employees, and visitors home**, list staff, employees, and visitors who leave and WITH WHOM they leave.
- D. IF Evacuation from the Safety Zone is to occur:
 - 1. Await evacuation by authorized emergency vehicles or instruction from police or other proper authority.
 - 2. Let staff, employees, and visitors know that evacuation is planned and that you will be traveling by school bus to another school.
 - 3. Do everything you can to calm and reassure staff, employees, and visitors.
- E. At the Evacuation Site: Follow instructions, stay with your charges (staff/visitors), and continue to keep track of your staff, employees, and visitors.
- F. At the Evacuation Site: Use your organization’s “Check Out” system to release staff, employees, and visitors to anyone.

If it is too hectic to use the formal “Check Out” system, continue to maintain the list of staff, employees, and visitors who have left and with whom they have left.

- G. Await further instructions and information with your class at the Evacuation Site.

EVENT AFTERMATH - TORNADO

- A. Move staff, employees, and visitors out of any damaged portion of the building to undamaged portion of the structure. If weather permits, the “Safety Zone” can be used.
- B. GO TO the “Safety Zone” if the building is damaged severely. Keep your staff, employees, and visitors together at all times.
- C. In case of injuries:
 - 1. Assess the extent of injury: restore breathing and stop serious bleeding as a **FIRST PRIORITY**.
 - 2. GET HELP if first priority injuries occur: alert the office, or if you’re in the Safety Zone, report the nature of the problem to the administrators and/or rescue officials.
 - 3. Make all other injured persons as comfortable as possible; keep injured persons warm.
 - 4. Be sure that authorities know if you have injured individuals with you.
 - 5. Enlist the support of your staff, employees, and visitors, where possible, to calm fellow staff, employees, and visitors and to help you.
- D. EVACUATION:
 - 1. If necessary and if transportation can gain access to the site, evacuation may be ordered by authorities.
 - 2. Keep staff, employees, and visitors together and follow instructions in the event of evacuation from the building or Safety Zone.
 - 3. Your building will evacuate, in most cases, to the designated Evacuation Site.
 - 4. IF NO structural damage has occurred, but if a tornado has caused extensive damage in our City:
 - a. It may be necessary to remain at the building for some time.
 - b. Reassure staff, employees, and visitors; encourage them to communicate by conversation or writing their concerns.
 - c. Let staff, employees, and visitors know that when information is available, it will be shared.
 - d. Establish a system for bathroom breaks.
 - e. Listen for instructions and a possible order to evacuate the building.
 - f. IF staff, employees, and visitors are called from the room or Safety Zone by the authorities, make a list of staff, employees, and visitors who leave and why.

EVENT AFTERMATH - EARTHQUAKE

- A. FOLLOW FIRE DRILL EVACUATION ROUTE, once shaking has stopped.
- B. GO TO “SAFETY ZONE”
- C. IF INJURY OCCURS AND THE PERSON CANNOT BE MOVED, alert the proper authority. Stay with the injured person but get assistance from someone to take your “charges” to the Safety Zone.
- D. BE ALERT TO OBSTACLES. It may not be possible to follow the precise Fire Evacuation Route because of damage to the building. Forge an alternate route where necessary.
- E. AT THE “SAFETY ZONE”
 - 1. Take attendance; keep your charges with you.
 - 2. Report injuries to rescue authorities.
 - 3. Reassure staff, employees, and visitors that the Safety Zone has been selected as the best place for them in the circumstances.
- D. BE ALERT TO AFTER-SHOCKS.
- E. KEEP A LIST of staff, employees, and visitors who have to leave your group for ANY reason. This includes staff, employees, and visitors who may be picked up by parents/guardians.
- F. AWAIT INSTRUCTIONS; ANTICIPATE EVACUATION.

LOCK DOWN PROCEDURES

- A. CODE WORD or Building Signal is given to begin Lock Down.
- B. CLEAR HALLS of all staff, employees, and visitors.
(**Note:** Bring any staff, employees, and visitors in the hall near your room into your office whether they are part of your official “charges” or not. Make a list of these staff, employees, and visitors and their regular office or location)
- C. CLOSE AND LOCK your office or meeting room doors.
- D. Inform staff, employees, and visitors that a “lock down” is underway.
(**Note:** Staff, employees, and visitors will need reassurance that things are under control. Keep staff, employees, and visitors away from the doors and off the phone. Answer questions and let staff, employees, and visitors know that their cooperation and patience will make a positive difference in the situation. **Depending on the nature of the lock down, continue your regular operations.**)
- E. NO ONE LEAVES the class/area.
(**Note:** depending on the nature of the emergency, law enforcement personnel MAY come to your office or meeting room to evacuate you and your staff, employees, and visitors. If this occurs, follow the instructions given by the Officer. Take your **emergency office personnel information** with you if your office or meeting room is evacuated.)
- F. NO ONE ENTERS the office or meeting room area except law enforcement or emergency personnel.
- G. Lock down concludes only with notification from law enforcement or emergency personnel.

LOCK DOWN “EVACUATION” PROCEDURES

- A. CODE WORD or Building Signal is given to begin Lock Down; LOCK DOWN OCCURS.
- B. DURING SOME LOCK DOWNS, AN EVACUATION MAY BE NECESSARY.
- C. A law enforcement official (usually a Columbus State University or Columbus Police Department Officer) will come to your office or meeting room to initiate the evacuation.
- D. Evacuate only if you are instructed to do so by a law enforcement official.
(**Note:** The law enforcement official will provide specific instructions to conduct the evacuation. Follow all of these instructions carefully. Assist the official with communications and with ensuring that staff, employees, and visitors understand the instructions that are given.)
- E. Follow the evacuation route established by the Police. This may or may not be the Fire Drill Evacuation route for your office or meeting room.
- F. Take your **emergency office personnel information**. When you arrive at the post-evacuation assembly point, keep your charges together.
- G. **Further instructions will be given as soon as possible.** Wait; reassure staff, employees, and visitors. REMEMBER that police officials are dealing with a very volatile situation and may have to ask questions or, in some cases, double-check to ensure that no perpetrator is within your group masquerading as a staff member, employee or visitor in order to effect an escape.

- H. Departure from the school site MAY be necessary. If this is to occur, emergency vehicles and the Evacuation Site for your building will be used wherever possible.
- I. DO NOT DISMISS ANY STAFF, EMPLOYEES, AND VISITORS UNTIL THE OFFICIAL WORD IS GIVEN TO DO SO.

GUN or WEAPON IN BUILDING, OFFICE OR MEETING ROOM

Gun SUSPECTED in office or meeting room

- A. Do NOT leave the room.
- B. Call 911 if possible.
- C. Press "Panic Button" if available.
- D. Ask a neighboring colleague or occupant to come to your door.
- E. **CONFIDENTIALLY** tell the colleague that you suspect a person has a gun/weapon in your office or meeting room. Give the name/seat location of the person who is suspected.
- F. Tell the colleague to inform the Police immediately.
- G. Continue normal operations or procedures. Police will arrive promptly.
- H. **IF** you see a gun in an area other than your own office or meeting room:
- I. Call 911 immediately
- J. Press "Panic Button" if available
- K. Lock doors from inside and wedge desk, etc. against door.
- L. Stay out of line of site from windows and doors, if possible.

Gun PULLED or DISPLAYED: "NON-TERRORIST"

- A. If an employee, staff member, visitor or intruder pulls a gun in any office or meeting room. **DO NOT** try to disarm the individual.
- B. Call 911 if possible.
- C. Press "Panic Button" if available.
- D. Remain calm. Tell the rest of the office or meeting room occupants to remain seated and to stay calm.
- E. **STAY AWAY** from the person with the gun. Talk to the person in as controlled a manner as possible.
- F. Ask the person to put the gun down and move away from it.
- G. Do what you can to get the attention of another colleague and the police so help can be summoned. Send or sound any prearranged signals to notify the authorities.
- H. **IF** you see a gun in an area other than your own office or meeting room:
- I. Call 911 immediately
- J. Press "Panic Button" if available
- K. Lock doors from inside and wedge desk, etc. against door.
- L. Stay out of line of site from windows and doors, if possible.

GUN on a Person in the HALL: "NON-TERRRIST"

- A. **IF** you see a gun on a person in the hall, follow the person. **DO NOT LET THE PERSON OUT OF YOUR SIGHT.**
- B. Call 911 as soon as possible
- C. Contact an administrator, a school security officer, or ask a colleague to make this contact for you.
- D. **WAIT** for assistance. **DO NOT LEAVE THE PERSON OR THE AREA.**
- E. **IF** you see a gun in an area other than your own office or meeting room:

- F. Call 911 immediately
- G. Press “Panic Button” if available
- H. Lock doors from inside and wedge desk, etc. against door.
- I. Stay out of line of site from windows and doors, if possible.

General Guidelines for ANY Gun Crisis: NON-TERRORIST

- A. Tell a responsible authority ANY TIME you hear that a gun or weapon may be present in the building.
- B. Enlist the help of an ADULT to report the presence of a gun/weapon.
- C. Call 911 as soon as possible
- D. Take all talk of guns or impending use of guns seriously: Tell the responsible authority as soon as practical!!! Press “Panic Button” if available
- E. Lock doors from inside and wedge desk, etc. against door.
- F. Stay out of line of site from windows and doors, if possible.

BUILDING ADMINISTRATION ACTIONS:

- A. Conduct an immediate LOCKDOWN**
- B. Contact 911 and Columbus State University Police**
- C. Respond to the office/meeting room/location**

HOSTAGES TAKEN IN OFFICE OR MEETING ROOM – NON-TERRORIST

If You OBSERVE A Hostage Crisis Under Way:

- A. DO NOT intervene.
- B. Quietly remove yourself from the setting.
- C. Alert School Administrators Immediately.**
- D. If you do not have a meeting or other obligation with staff, employees, and visitors, remain out of sight but stay in proximity of the hostage area so you can prevent others from wandering into the situation.
- E. When the **LOCK DOWN Code** is given, remove yourself from the area and participate in the Lock Down.
- F. If a Hostage Situation Occurs in your office, meeting room or Supervision Area:
- G. Remain Calm. Avoid quick movements.
- H. FOLLOW THE INSTRUCTIONS OF THE HOSTAGE TAKER.
- I. Tell your staff, employees, and visitors to follow these instructions.
- J. DO NOT try to disarm the hostage taker.
- K. DO NOT bargain or negotiate with the hostage taker.
- L. IF you need to speak to the hostage taker, **ask permission to do so.** (**Note:** Face the hostage taker when speaking. Do not crowd his/her space. Be respectful. NEVER criticize the hostage taker. DO NOT argue.)
- M. Make mental lists of: the staff, employees, and visitors absent from class that day and a chronology of what happens during the crisis situation.
- N. Police Negotiators will make contact! TRUST THEM COMPLETELY and follow their instructions to the letter!
- O. STAY ALERT. Attempt to evacuate staff, employees, and visitors/escape ONLY if the hostage taker falls asleep.

BUILDING ADMINISTRATIONS ACTIONS:

- A. Conduct an immediate LOCKDOWN
- B. Contact “911” and Columbus State University Campus Police
- C. REMEMBER - - HELP IS ON THE WAY!

ON SITE TERRORIST ACTIONS (TERRORISM)

General Information:

Terrorism as executed in New York on September 11, 2001 has changed the face of hostage and bomb threats like no other event in American History. Although it was not the first event of its kind against America and even on American soil, it brought to light the fact that conventional planning and existing plans for protection against the mindset of this “brand” of terrorist and terrorism would actually cause increased destruction and an increase in the costs of human lives.

Conventional thinking in regards to armed intruders and planted bombs is based on the individual/individuals involved desiring to negotiate and for the most part only effect destruction and harm hostages if their demands are not met, if they feel threatened, or if they believe they are not being taken seriously. Even ideologues previously have wanted their views promoted, accepted or viewed seriously and the desire to cause harm or damage has been a last resort. This rule has been valid in virtually all cases and is the basis of FBI and other negotiating training. This accepted premise has led to the commonly accepted platitude that the more time that passes after the initiation of an armed intruder or hostage situation the less likely property will be damaged or that hostages will be harmed.

The primary causes for the changes are actually very simple and straightforward. Unfortunately, they are more bone-chilling than they are simple. Previously the individuals involved initiated events with the expectation of escaping or surviving the event they planned to execute. Now, they initiate these events expecting to die and their primary design is to effect as much destruction or death as they possibly can and in the most horrendous manner possible.

These are devastating differences.

As a result of these changes in operational methods conventional planning and preparation for hostage and armed intruders actually can cause wider destruction and increase the loss of lives. The brutal facts are that even twenty to twenty-five minutes after the initiation of an offensive planned by terrorists the chances of a satisfactory resolution (from the Authorities perspective) is greatly diminished.

Note: It is extremely important that all management and responsible personnel receive training that will enable them to recognize the differences between conventional armed shooter situations and terrorist situations. Recognition could be a definitive point in determining the outcome and severity of the event.

- A. DO NOT INTERVENE UNLESS SPECIFICALLY TRAINED TO DO SO.
- B. Become familiar with all potential routes of exit from your work area/areas.

- C. If possible, remove yourself from the premises taking either the shortest exit away from indicated event or most direct route for evacuation that leads away from the event.
- D. Sound silent alarm if available or use “**Evacuation Code Word**” as you exit.
- E. From your cell phone, as you exit, contact 911 and Columbus State University Police. (BE SURE THEY KNOW WHAT THEY ARE FACING) Use specific words or phrases that are known to bring immediate response but NOT misleading such as “Armed intruders”, Weapons fired”, or “ Multiple Armed Intruders”
- F. If you hear the “**Evacuation Code Word**”, follow instructions in “C”, “D” and “E”.
- G. Quiet notification of occupants and quiet evacuation is crucial in the initial stage.
- H. Take writing materials and your **emergency office personnel information** only if immediately available. First priority is that you exit the Cunningham Center and that the authorities be notified of the situation.
- I. When exiting the premises, remove yourself from the area to a location **removed from the line of site of the building** and let authorities know your location.
- J. Once you have evacuated the building, do NOT reenter the building.
- K. Once Terrorists have established their presence further attempts at evacuation could bring swift reprisal.
- L. If you do not escape prior to control being gained by terrorists, the following rules apply.
- M. Do NOT make direct eye contact with the terrorists, especially if you are a woman.
- N. Do NOT talk to the terrorists unless you are directly addressed, especially if you are a woman.
- O. Carefully follow any instructions given by the terrorists.
- P. Wait for authorities to intervene and follow their instructions implicitly and immediately.

BOMB THREAT or SUSPICIOUS VEHICLE

- A. An employee who answers a school phone call where the caller threatens that a bomb is in the building should:
 - 1. listen carefully to
 - a. caller's voice
 - b. any background noises
 - 2. WRITE down exactly what is said.
 - 3. If possible, ask questions (try to be conversational).
 - a. When is the bomb set to explode?
 - b. What does the bomb look like?
 - c. Where is the bomb?
 - d. Why was the bomb placed?
 - e. Who placed the bomb?
- B. Once the phone call ends, tell an Administrator immediately. Fill out a "Bomb Threat Report."
- C. Building Administration will begin a preliminary search AND phone Columbus Police Department and Columbus State University Campus Police to report the call.
- D. DO NOT pull the fire alarm since the electronics of this system MAY set off an explosive device.
- E. Radios should NOT be on or used, during the search.
- F. The Administrator will determine appropriate next steps in consultation with Police officials.

NOTE: NEVER touch any package or item that appears suspicious during a search.

SUSPICIOUS VEHICLE

- A. If a suspicious vehicle is observed on school property OR on streets adjacent to the school:
 - 1. Alert the Administrator's office immediately; be as specific as possible concerning the LOCATION and DESCRIPTION of the vehicle; a suspicious vehicle is one that has been parked in one location for a lengthy period of time without being moved, one that appears to be abandoned, or one that has been occupied for a period of time without any apparent Cunningham Center related purpose.
 - 2. If the vehicle is parked or standing still, do NOT approach the vehicle.
 - 3. If the car is on the move, get a description of the driver and the license plate number.
 - 4. Write down what you observed and share this information with the Columbus Police Department and the Columbus State University Campus Police.

BOMB THREAT REPORT

(Circle All That Apply related to the Individual and the Telephone Call)

Calm	Deep	Deep Breathing
Laughing	Slow	Loud
Adult	Distinct	Stutter
Child	Ragged	Cracking
Angry	Rapid	Distinguished
Crying	Slurred	Familiar
Raspy	Clearing Throat	Other: _____
Lisp	Soft	_____
Excited	Nasal	_____
Normal	Accent	_____

BACKGROUND Noises

Street	Talking
Motor	Office
PA system	Basement
Music	Train
Machinery	Airport noises
Animal	
Phone Booth Static	Other _____
Local Call	_____
Cell Phone	_____

LANGUAGE

Irrational	Slang
Foul	Other _____
Incoherent	_____
Well Spoken	_____

Location/Office Name: _____
 Time of Call: _____ Date of Call: _____
 Person Completing Report: _____
 Daytime Phone: _____

BUILDING EVACUATION SITES

For Year of 2007 (Recommend use of dedicated meeting room and office numbers and not names or company information; requires minimum annual review.)

<u>Office/Room Location</u>	<u>Evacuation Location</u>
Incubator Ground Floor	Move to hallway, restrooms, and kitchen
Incubator First Floor	Move to ground floor hallway, restrooms, and kitchen
CCLD Second Floor (visitors)	Move to ground floor hallway
CCLD Third Floor	Move to ground floor hallway, left brain and right brain meeting rooms
Banquet Area	Move to Banquet "A" or kitchen
CQTL	Move to ground floor hallway, left brain and right brain meeting rooms
CCLD	Move to kitchen, or Libby's office (Room # 136)
Mid-section staff	Move to kitchen, or Libby's office (Room # 136)

Note: Currently I have no building plans or permanent room assigned identification

EMERGENCY or CRISIS SITUATIONS NOTES

- Keep lists: Injured staff, employees, and visitors; be sure you record the hospital to which staff, employees, and visitors are taken if this is required.
- Note a chronology of what happens; if possible jot a sequence of events that occur.
- Let Police and Emergency workers deal with the issues and assist when possible.
- DO NOT comment to media representatives; refer inquiries to either the Columbus Police Department, Columbus State University Campus Police or other designated Authority.
- Prepare to write up a narrative of what happened and submit it to your supervisor and authorities.
- If staff, employees, and visitors are taken away, make sure you know who they are and remember what the hostage taker SAYS at this specific moment in the incident.
- When police arrive, **trust them and follow their instructions to the letter!**
- When it's feasible, contact the Columbus Police Department and the Columbus University Campus Police for help.

STAFF RESPONSIBILITIES DURING EMERGENCIES

GENERAL GUIDELINES:

Introduction - In general, the first obligation of all staff is the safety of our charges; therefore, these guidelines are meant to provide suggestions for "how to proceed" before and/or during very difficult emergency circumstances which demand a high degree of attention to safety. During an event that is a crisis, or other emergency it is possible that circumstances will **dictate additional or different or unforeseen** responsibilities for staff and administrators. Staff and administrators should take whatever action is necessary, given these circumstances, to meet our first obligation. The dedicated, professional, behavior of all staff in the Columbus State University Cunningham Center is the bedrock of these guidelines. This professionalism is deeply appreciated. Should any of the circumstances described in this Emergency Folder ever arise, our professionalism will allow us to provide what is best for our charges despite very difficult and trying developments.

BUILDING ADMINISTRATION

PLANNING IN ADVANCE:

- Establish a “Safety Zone” outside the building where staff, employees, and visitors can gather during evacuations.
- Ensure that all staff is briefed about Emergencies/Events/Drills at the time of hire and reminded at least bi-annually. Every year; review The City/County, Columbus State University and The Cunningham Center’s - specific Emergency Guidelines. All Incubator occupants should be provided with a briefing and a copy of the Cunningham Center plan.
- Ensure that all staff understands their responsibilities during any Emergency; special attention should be given to the Administrative Team, Administrative Assistants, Receptionists, Custodians, and staff trained Nurses or First Responder trained individuals.
- Set up appropriate plans and unique emergency procedures as needed to accommodate staff, employees, and visitors with disabilities or other special needs in the Cunningham Center. These plans should be submitted to the Director’s of the Cunningham Center and the Columbus Regional Technology Incubator at the beginning of each year.
- Set up a “check out” system and designated location for staff, employees, and visitors in the AFTERMATH of any event.
- Be sure that proper supplies/safety equipment are available in the aftermath of any emergency; set up a “Treatment Center.”
- Establish a room or location where media representatives are to be placed in the event of an emergency and establish a building “rep” who maintains this space when needed.
- Work closely with the Chief of Police of the Columbus Police Department and the Columbus State University Campus Police to carry out various drills and to make plans for drills and emergencies. **Please remember that during practice for a LOCKDOWN or Safety Drill it is vital that the building practice calling the appropriate Authorities to inform them that a practice lockdown or drill is being conducted.** Provide the following information to both the Chief of Police of Columbus Police Department and the Columbus State University Campus Police Department.

Preparation Items

PRIOR TO AN EMERGENCY OR EVENT:

- A. Location of the building’s Safety Zone.
- B. Locations of the building’s Treatment Center.
- C. Location of the building’s “Check-Out” Location for personnel pick-up.
- D. Location of the media room where reps from TV, Radio, and news organizations are sent.
- E. MAP of the building with all room numbers clearly displayed and the name of the company (where appropriate) included for each room.
- F. Provide written copies of all emergency plans and maps to all staff, business occupants and visiting group meeting leaders or coordinators.

DURING AN EVENT/EMERGENCY:

- A. Implement the Emergency Guidelines depending on the event or emergency that arises.
- B. Maintain thorough communication links within the Building Administrator and with outside agencies and personnel:
 - Call “911”
 - Call or Radio the Columbus Police Department and the Columbus State University Campus Police.
 - Call appropriate Administrator’s Office if possible.

PLEASE NOTE - you must talk to a person. Do not leave a voice mail message.

- C. Oversee Evacuation (if necessary) and ensure that injured staff, employees, and visitors are being tended to.
- D. Oversee Safety Zone (if evacuation occurs); ensure that “Emergency Treatment Center” is operational (if needed).
- E. Cooperate with and provide assistance to Police & Emergency Personnel.
- F. Provide information to the Columbus State University Offices Spokesperson or Director of Columbus State University’s Community Relations Representative who arrives on the scene as our building’s spokesperson in charge of dealing with the media.

ADMINISTRATIVE ASSISTANT PERSONNEL AND OTHER TEAM MEMBERS

As directed by building administration, take an active role in:

- **Communications;** maintain radio and/or phone contact. Alert appropriate agencies and school personnel.
- **Information;** provide information to staff, occupants and visitors as directed; ensure that enrollment/medical emergency cards are available to proper officials or rescue personnel.
- **Assistance;** help other colleagues as directed.
- **Check-out/ "Safety Zone"** Office establish and implement a procedure for checking-out staff, employees, and visitors to other adults who come to building to take staff, employees, and visitors home; also set up an "office" in the Safety Zone if this area is activated.

CUSTODIANS AND/OR BUILDING ENGINEERS

- C. **Shut down gas, electricity, and/or water IF NEEDED depending on damage to building;** otherwise, maintain utilities and building systems under the direction of the Building Administrator.
- D. **Be sure the entire Custodial Team has assignments spelled out in advance for all emergencies.**
- E. **Maintain communication;** be sure that radio communication is "open" throughout the emergency situation. (Do not use during a bomb threat)
- F. **Provide support;** be alert to needs of staff, employees, and visitors.
- G. **Cooperate with Police & Rescue Officials;** provide information and advice, assistance and active support.
- H. **Recommend a plan/process for resuming normal school operations;** work with Emergency Personnel and the Principal to return school operations to normal as soon as is possible.

NURSE (IF AVAILABLE)

- A. **Plan a "Treatment Center" to handle injuries;** work in advance to be sure there is a process to provide care for injured staff, employees, and visitors during any emergency. Collaborate with the Building Administrator to create this plan and ensure that help is available, as part of this plan, should the need arise. Remember that this center MAY have to be located in the "Safety Zone" or at an Evacuation Site away from the normal supplies and/or the Clinic/Wellness Center (if one exists).
- B. **Maintain adequate supplies for emergencies.** Part of this need will include creating "Event First Aid Packs" or "Emergency Carts" that can be taken to the far corners of the building should the need arise.
- C. **Review the Emergency Plan from the City, County, and Columbus State University and for your building at the beginning of each year with the Building Administrator.**
- D. **Provide collaborative support and assistance for Fire/Rescue Personnel.**
- E. **Carry out first aid in the Safety Zone and/or at the Evacuation Site as needed.**

FOOD SERVICE TEAM LEADER (IF AVAILABLE)

(Columbus State University Food Services Manager or Director and Building Site Manager)

- A. Prepare a plan for food preparation/distribution according to each possible emergency where food service might be needed over a longer term.
- B. Include in the food preparation/distribution plan the possibility that your building MAY be used as an Evacuation Site and that this will mean additional staff, employees, and visitors/staff to feed beyond the normal number at your building.
- C. Communicate fully with the Building Administrator and Head Custodian in your building to put into motion food service if needed.
- D. If food service is NOT needed, establish a way by which members of the building's Food Service team can assist other colleagues (administrators, administrative assistants, nurse, etc.).
- E. If there is damage to food service equipment, food preparation, storage, or delivery equipment assess damage or loss and report status of your operation to the Building Director.

BUILDING SERVICES CENTER STAFF

- A. The appropriate Building Administrator or his/her designated representative will maintain contact with the building(s) affected by the emergency. When notified of an emergency, the Building Administrator's office will ensure that Police/Emergency Agencies have been notified as a first priority. Then the Building Administrator's office will alert:
 - Columbus State University Administrative Personnel
 - All Key Building personnel
 - All building occupants NOT already notified
 - Media Spokesperson
 - Columbus Regional Technology Incubator
 - Building Grounds Personnel
 - Food Service Personnel
- B. To deal with media representatives, the Building Administrator or his/her designated representative will dispatch the Director Advertising or Media Services as the spokesperson to help building staff work through the incident with the media.
- C. If an evacuation is ordered, the Building Administrator or his/her designated representative personnel will report to the "receiving area" to help assist with the arrival of staff, employees, and visitors from the building affected by the emergency.
- D. Administrative personnel along with building occupants and their colleagues will assist in every way possible during all emergencies.

DIRECTOR OF COLUMBUS STATE UNIVERSITY FACILITIES

The Director of Facilities will mobilize necessary personnel to assist (where appropriate) at the building affected by the emergency. If electrical, HVAC, plumbing, and other building concerns

need to be addressed because of the emergency, the Director will coordinate the delivery of these services.

- A. The Director of Facilities and his staff will be prepared to share blueprints for any and all school buildings to Police or emergency officials whenever needed.
- B. The Director of Facilities will set up:
 - 1. A system for sharing blueprints of our buildings if needed during an emergency.
 - 2. A system for alerting his staff to assignments either during or after any emergency. This would include possible cleanup duties after an emergency.
 - 3. A procedure for the assignment and use of rolling stock (trucks, heavy equipment) from Columbus State University to assist as part of any emergency.
 - 4. Radio communications with the building as affected by an emergency and with the Police Departments so that maintenance efforts are efficiently and safely conducted. (no radios should be used during a bomb threat)

Appendix I

Columbus Georgia Emergency Sirens

The following is a transcript of the verbal announcements of the Columbus Emergency Siren verbal announcements. The URL Siren Tones are embedded the [BLUE](#) links for each announcement.

TORNADO WARNING: ATTENTION: A TORNADO WARNING HAS BEEN ISSUED. SEEK SHELTER NOW. DO NOT DELAY. SEEK SHELTER NOW. ([ALERT TONES](#) 2 MINUTES)

THUNDERSTORM WARNING: THUNDERSTORM WARNING. LARGE HAIL AND HIGH WIND IS POSSIBLE. LISTEN TO RADIO AND TV FOR DETAILS. ([WAIL TONE](#)) ALL CLEAR: ALL CLEAR. THE EMERGENCY IS OVER. ALL CLEAR. THE EMERGENCY IS OVER. RESUME YOUR NORMAL ACTIVITIES. ALL CLEAR. ([AIR HORN TONE](#))

TEST: THIS IS A TEST. THIS IS A TEST OF THE COLUMBUS/MUSCOGEE COUNT OUTDOOR EMERGENCY WARNING SIREN SYSTEM. THIS IS ONLY A TEST. ([ALERT TONE](#) 1 MINUTE) THIS IS ONLY A TEST. FOLLOWED BY WAIL TONE AND THEN THE AIR HORN TONE)

System information: (source is Consolidated Government Web-site)

- Total Cost: \$ 1.38 million
- Forty-seven siren sites placed strategically throughout the city.
- Siren site selection based on topography, population density, individual siren coverage area
- Sirens are totally electronic with no moving parts to malfunction or wear out or break
- The system is public address capable with 6 pre-recorded voice messages or can broadcast impromptu messages.
- The siren system can be silent tested as often as needed without disturbing the public.
- Each siren is equipped with a battery backup system and can continue to function in a power outage.
- The sirens can be activated as a complete system or groups of sirens or individual sirens can be activated based on the emergency.
- The system is sold and installed by McCord Communications of Anniston, Alabama
- The largest sirens in the system are capable of producing 4000 watts of audio in siren mode and 5000 watts in voice mode.

Appendix II Maps/Aerials

Georgia State University
The Cunningham Center
3100 Gentian Boulevard
Columbus, Georgia 31907

Aerial view:
Limited to structure site.



Georgia State University
The Cunningham Center
3100 Gentian Boulevard
Columbus, Georgia 31907

Aerial view:
Limited to general geographical
area.



Georgia State University
The Cunningham Center
3100 Gentian Boulevard
Columbus, Georgia 31907

Aerial view:
Limited to basic arterial view.



Appendix III
General Emergency Escape Routes for the Cunningham Center

General Emergency Escape Routes for The Cunningham Center



Appendix IV
Provided by National Security Associates (NSA)



School Shootings
Where Have We Been, Where Do We Need To Go?

26 April 2007

School shootings are a fact of life. They basically have two constants as far as schools are concerned "They are going to happen" and "They cannot be prevented". This in no way means that their effects cannot be lessened by planning, preparation, and an informed staff and student body. First responders will react quickly but extenuating circumstances beyond their control may start driving the train. For example 911 reported a sniper on the roof at columbine (it was an air conditioning repair man), They also reported several shooters out behind the school, these turned out to be students but retarded the entry effort. The school involved, regardless of what is going on, may be without police support for as long as two to twenty minutes. Well planned and supported emergency response actions by staff and students will make a difference in overall loss of life in most instances.

Historical Facts:

School killings and shootings are in United States history as far back as the Bath, Michigan school killings incident of 18 May 1927 (45 dead, 58 injured) To date the worst school killings in U.S. history.

Certainly Virginia Tech, Columbine High School, University of Texas at Austin, and the other thirty five United States school shootings since 1996 could never have been completely prevented due to unique and singularly different situational circumstances. Each incident has been dissected, investigated, and analyzed by experts. None of the conclusions reached will ever effect what needs to be done during a shooting event. We as a nation know almost everything we can about the historical make up of school shooters, From Charles Whitman and his brain tumor to Eric Harris and Dylan Klebolds hate of society and the presumed ignorance of all around them. In some cases killers do not snap mentally and go off, they plan and rehearse. Harris and Klebold planned for over a year. Theirs was a long, very public path to destruction. Other school shooters have been spontaneous. The bottom line is that there does not appear to be a specific profile of what makes a school shooter. Different schools have different cliques, gangs, sub- cultures, bullying individuals or groups, all who have access to violent video games, movies, and life on the street. They also have an impact on person or persons who may be subject to becoming a school shooter. From an historical standpoint there does not seem to be a single start point to prevention.

Preparation:

Schools are not designed nor should they be armed camps or fortresses. The potential for a school shooting is very real. It is important that the people who may limit the damage and loss of life are prepared and ready to be active. These are of course the school staff and the student body, the people who will be most at risk during the most critical time of the incident and before any first responder assistance can arrive.

Facilities must educate the staff and the student body. This education should take two separate paths due to the historical reason that most school shooters are a member of the student body. The students need to be made aware of several things:

- They are in a shooting situation and may be a target
- Move away from the sound of gunfire or explosions.
- Call 911 if they have a cell phone.
- Go immediately to closest lockdown room.
- Stay away from doors and windows in the lockdown room.
- Stay in the lockdown room until released by police or school officials.

The staff must be educated to what must be an extreme emergency reaction plan, and must be equipped with marginal equipment and some professional training on reacting to and increasing survival chances for themselves and their students. They should have readily available:

- A working cell phone.
- Emergency situation contact numbers.
- Door wedges for inward opening doors (kept in desk).
- Door ties for outward opening doors (kept in desk).
- A physical duress or safe code to inform first responders.
- Know shortest route from their classroom to building exit.
- Know the school Standard Operating Procedures for emergency lockdown and release (this includes substitute teachers).

There cannot ever be perfect answers here, although three teachers and a counselor at Virginia Tech individually stated that once they heard the news they immediately knew who was responsible. Some schools are teaching their students and staff to fight; others are considering arming some teachers, others of giving selected teachers tasers or other non-lethal weaponry. All have numerous pluses and minuses, but no matter what the final decision is a basic staff plan and student action plan is the first step in limiting loss of life. There will be no perfect answer but any plan that limits loss of life is light years ahead of no plan and the given results of that mind set.

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