

EAST GEORGIA STATE COLLEGE



EMERGENCY RESPONSE PROCEDURES

Main Campus Swainsboro

Police Department Office: 478-289-2090 Cell: 478-455-0125

Plant Operations Office: 478-289-2095

Emergency: 911

November 2023

EMERGENCY EVACUATION PROCEDURES

Department heads are responsible for instructing their employees on the emergency evacuation routes for their areas. Evacuation routes should be posted in visible areas near exits, if possible. At the beginning of each semester, faculty should instruct students of the emergency evacuation route for their classroom room and designate an assembly point outside of the building.

Building Evacuation

- ❖ All building evacuations will occur when an alarm sounds and/or upon notification by the Police Department, Connect Ed, Plant Operations staff or Building Representative. (See back cover of flipchart for building representatives and evacuation points; see **Appendix C** of this Plan)
- ❖ When the building evacuation alarm is activated during an emergency, leave by the emergency evacuation route for the area in which you are located. If the exit is blocked use the nearest marked exit and alert others to do the same.
- ❖ Assist the handicapped in exiting the building. Do not use the elevators in case of fire and/or potential power loss.

- ❖ Once outside, proceed to a clear area that is at least 500 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Identify an assembly point for your group to congregate once outside.
- ❖ DO NOT RETURN to an evacuated building unless instructed to do so by a College official.

IMPORTANT: After the evacuation, report to your designated assembly point. Remain in the designated assembly point until all personnel are accounted for or until directed to return to the building.

Campus Area Evacuation

- ❖ Evacuation of all or part of the campus grounds will be announced by the EGSC Police Department.
- ❖ All persons are to immediately vacate the area in question and move to another part of campus as directed. Building Representatives are responsible for aiding handicap persons.
- ❖ **NOTE:** Stay in the area designated until permission to return to the building is given.

MY DEPARTMENT INFORMATION

Direct Supervisor: _____ Phone: _____
 Building Representative: _____ Phone: _____

Assembly Point: _____
 The person that I report to at my assembly point for headcount: _____

**Main Campus: POLICE DEPARTMENT: 478-289-2090
 Or 478-455-0125 (cell)**

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations such as marches, meetings, picketing and/or rallies will be peaceful and non-obstructive. All unrestricted outdoor areas of campus are open for free expression purposes for members of the campus community, subject to certain limitations contained herein. For the non-college community, preferred public forums (certain outdoor areas of EGSC's campus) are available subject to reservations. The Preferred Public Forums are centrally located high traffic areas of campus. The areas designated as a Preferred Location for free expression at the Swainsboro Campus are the grassed area outside the Student Center (Richard L. Brown Hall entrance) and the grassed area in front of the Physical Education Building. The Preferred Locations areas are generally available for this purpose between 8:00 am and 9:00 pm, Monday through Friday provided the Preferred Location areas have not previously been reserved. Demonstrations will not be disrupted unless one or more of the following conditions exist:

- a) INTERFERENCE with normal College operations,
- b) PREVENTION of access to offices, buildings, or other College facilities,
- c) THREAT of physical harm to persons or damage to College grounds or facilities.

If any of these conditions exist, immediately contact the EGSC Police Department. EGSC Police will notify the President depending on the nature of the demonstration; the appropriate procedures listed below should be followed:

1. Peaceful, Non-obstructive Demonstration

- a. Generally demonstrations of this kind will not be interrupted. The demonstrations will not be obstructed or provoked and efforts should be made to continue normal College operations.
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time(s):
 - i. Arrangements will be made by EGSC Police to monitor the situation during non-business hours, OR,
 - ii. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (see #2).

2. Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to College facilities or interferes with the College operations:

- a. Demonstrators will be asked to terminate the disruptive activity by the Provost/Vice President for Academic and Student Affairs or the President.
- b. The Provost/Vice President for Academic and Student Affairs or President will have a photographer and/ or videographer with them to document the proceedings.
- c. Key College personnel and student leaders may be asked to go to the areas to persuade the demonstrators to desist.
- d. The Provost/Vice President for Academic and Student Affairs or President will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- e. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by the EGSC Police Department. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- f. Efforts should be made to secure positive identification, including photographs, of demonstrators in violation for later testimony.
- g. The EGSC Police will be consulted to determine the need for an injunction of civil authorities.
- h. If court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

3. Violent Disruptive Demonstrations

In the event that a violent demonstration, one in which injury to persons or property occurs or appears imminent, the President will be immediately notified.

A. During Regular Operational Hours

- 1. The Provost/Vice President for Academic and Student Affairs and necessary EGSC Police Department personnel will be summoned to the scene.

2. The EGSC Police Department will ensure sufficient officers are present to contain the violent/disruptive demonstrators. Should an insufficient number of officers be available, assistance will be requested from the Swainsboro Police Department, and Emanuel County Sheriff's Office, as needed.

B. After Regular Operational Hours

1. The EGSC Police Department should be immediately notified of the demonstration,
2. The President will be notified and determine the following actions to be taken:
 - a. Notify Emergency Response Committee members,
 - b. Determine if the Provost/Vice President for Academic and Student Affairs shall respond to the scene.
 - c. Police Department will ensure sufficient officers are present to contain the violent/disruptive demonstrators. Should an insufficient number of officers be available, assistance will be requested from the Swainsboro Police Department, and Emanuel County Sheriff's Office as needed.

NOTE: The Chief of Police or on-duty Police Officer will respond to the incident without counsel from others if an immediate response is of paramount importance to the safety and security of persons and/or property.

EXPLOSION, AIRCRAFT CRASH ON OR NEAR CAMPUS

In the event an incident occurs involving the explosion or a downed aircraft on campus the following action will be taken:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris that may result from secondary explosions or facility damage.
2. Notify the EGSC Police Department as soon as possible: Main Campus: 478-289-2090 or 478-455-0125
3. If necessary, or when directed to do so, activate the building fire alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY LOCALLY INSIDE THE BUILDING – YOU MUST REPORT THE EMERGENCY TO THE EGSC POLICE DEPARTMENT AS SOON AS POSSIBLE.**
4. Assist the handicapped in exiting the building. Do not use the elevators in case of fire.
5. Once outside, move to a clear area that is at least 500 feet away from the affected area. Keep streets and walkways clear for emergency vehicles and crews. Know your assembly points.
6. If requested, assist emergency personnel as necessary.
7. Do not return to an affected area unless instructed to do so. Stay clear of the emergency area and/or affected buildings to reduce the chances of interference with responding emergency personnel.
8. A campus emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

EARTHQUAKE

During an earthquake, actual or caused by explosion, etc., remain calm and quickly follow the steps outlined below:

1. IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment if possible.
2. IF OUTDOORS move quickly away from buildings, utility poles, and other structures. CAUTION: Always avoid power or utility lines as they may be energized.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in your vehicle for the shelter it offers.
4. After the initial shock, remain alert for after-shocks or subsequent explosions. Evaluate the situation and if emergency help is necessary, call the EGSC Police Department at 455-0125 or 289-2090.
5. Damaged facilities should be reported to Plant Operations at 478-289-2095. Note gas leaks and power lines create specific hazards.
6. If an emergency exists, **and there is NO gas leak**, activate the building alarm.

CAUTION: THE BUILDING ALARM RINGS LOCALLY INSIDE THE BUILDING YOU MUST REPORT THE EMERGENCY TO THE EGSC POLICE DEPARTMENT AS SOON AS POSSIBLE
Main Campus: 478-455-0125 or 478-289-2090

Severe Weather Emergency Tornado, Severe Lightning Preparedness

Monitoring: The EGSC Police Department will monitor severe weather in the immediate area through weather radio, desktop and mobile apps for the National Weather Service (NWS), local 911, USG, and GEMA. Additional ERC members provide backup monitoring through desktop and mobile emergency weather alert apps. All employees are encouraged to follow the NWS forecasts at www.noaa.gov. Weather radios are located in the Police Department, Plant Operations, and Information Technology.

Tornado/Thunderstorm/Wind WATCH – indicates that atmospheric conditions are conducive for the development of the stated warning. Normal operations will continue. Employees should monitor weather conditions closely and be prepared to act without warning if necessary.

Tornado/Thunderstorm/Wind WARNING – indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the Office of Information Technology will issue notification via Connect Ed, text and telephone communications and/or utilize a Public Address System located within buildings. Police Officers may use loudspeakers on EGSC Police Department vehicles when necessary.

NOTE: Weather conditions can deteriorate rapidly, without warning; therefore, everyone should maintain a close watch on weather conditions via Internet, radio, and/or through personal observation. Individuals need to be prepared to act without notification when severe weather is experienced.

NOTE: In the event an employee feels that weather is immediately threatening they will initiate the following actions:

Take Cover – Instruct students, employees and others in the immediate area to move to the **designated severe weather shelter areas***, time permitting, or find a wall near the interior of the building away from

windows and exterior doors. Individuals will curl up in a 'ball' or fetal position near the wall, place their hands over their head and remain in the position until severe weather passes.

***The following symbol prominently displayed on doors will indicate Designated Severe Weather Rooms:**



DO NOT LEAVE THE BUILDING OR INITIATE A BUILDING EVACUATION DURING THESE CIRCUMSTANCES. When severe weather strikes, power may be disrupted causing alarms to sound. If fire is not immediately present and a clear exit is maintained, everyone should remain until the weather passes.

On Campus Emergency Weather Rooms

	Room Location 1	Room Location 2	Room Location 3	Room Location 4	Room Location 5
<i>Academic Building & Expansion</i>	Student Health Clinic Lobby 151, Corridor Hallway 172, Restrooms 142 & 143, Conf. Rm. 122, Classroom 128	Upper Level Restrooms C230 & C227, Corridor Hallway C225	Social Science Conf Room C281, Corridor Hallway C281 & C273, Break Rm. C280, Corridor Hallway C254, Janitor C247	Math/Science Suite 218 Math/Science Break Rm. C208, Corridor Hallway C207, C214	Exp. - Classrooms C114, C112, C113, C110, C108; Restrooms C108, C102, & Multi-Purpose C101
<i>Bobcat Villas South and West</i>	First Floor Interior Hallway				
<i>Fulford Center</i>	Back Hallway I-115	Front Hallway I-111			
<i>Student Center</i>	Office HR B161A & B161, Art Gallery B162, Restroom B169 & B167	Office Suite B150, Supply Room B116, Janitor B117	Business Affairs Vault B143, Corridor B110	Student Records Vault B124, Office B123	
<i>JAM Student Activities Center</i>	Testing Room B122, Corridor Hallway B110	Studio Room B107 & Setup Room B108	Restroom B201 & B202	Dry Storage B234 & Locker Room B226	
<i>JAM Expansion</i>	Furniture Storage B322	A/V Room B323	Corridor B305, Restrooms B308 & B307	Office B317 & B320	
<i>Gambrell Building</i>	Classrooms J531 & J528	Stage Area J551	Library Storage J518, J521, J519, J520; Study Room J513	Restrooms J534 & J535	File Room J553
<i>George L Smith</i>	IT Dept Office A123; Storage A129	Storage Room A109; Office A106	Room A101; File Room A104	Restroom A130 & A132	
<i>Gymnasium/P.E. Building</i>	Locker Rooms D118 & D112, Classroom D127	Corridor D126; Setup Room D144	Restroom D140 & D141, Corridor Hallway D143	Faculty Suite D146, Locker Rooms in D131	
<i>Plant Operations</i>	Restrooms E108 & E111	Meeting Room E112	Vestibule E107	Plan Room E114	
<i>Strange Clubhouse</i>	Restrooms L108, L109	Corridor L107			
<i>EGSC Augusta</i>	Galloway Hall inside Hallway First Floor	Galloway Hall First Floor Restrooms	Stairwell		
<i>EGSC Statesboro</i>	GSU Rooms 1601, 1602, & 1603				
EGSC Command Center	GL Smith Conf. Room	LFG Building PCR	LFG Building J531		

SNOW, ICE, FLOODING

Snow, ice or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the following steps will be followed:

1. The EGSC Police Department will monitor the National Weather Service broadcasts, local reports; contact the Department of Transportation Road Condition Office. Upon receipt of information that would or has the potential to make travel hazardous, the President will be notified.
2. The President and Emergency Response Committee will determine if the College operations are to be suspended. If they are to be suspended the ERC will proceed with notifications to campus and community as provided in Chapter 2 of the Emergency Action Plan.
3. The EGSC Police Department will initiate steps to secure the College facilities and grounds, preventing entry to the campus under hazardous conditions. The EGSC Police Department will continue to monitor the weather conditions and campus conditions and periodically update the Emergency Response Committee. Housing Staff monitors weather conditions using the CODERED Community Emergency Alert System.

NOTE: College employees should monitor www.noaa.gov for weather information. Notices concerning suspension of College operations will be sent via Connect Ed and posted on EGSC website. Information will be provided to local news media as soon as it is determined that the College operations will be suspended.

CHEMICAL OR RADIATION SPILL

Hazardous chemicals are utilized on campus in various locations. Also, trains, tractor trailers and other vehicles that may be traveling on or near the campus may have hazardous chemicals that could threaten the environment of the campus. The following steps will be followed in the event of a chemical or radiation spill:

1. Any spillage of a hazardous chemical or radioactive material will be reported to the EGSC Police Department immediately.
2. When reporting, be specific about the material involved and approximate quantities. The EGSC Police Department will initiate the response of appropriate hazardous material response teams to effectively clean-up the spill.
3. The site should be evacuated immediately and sealed off to prevent further contamination of other areas. **AT NO TIME SHOULD SOMEONE RE-ENTER AN AREA THAT HAS BEEN EVACUATED.**
4. If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.

BOMB THREAT

In recent years, explosive devices have been detonated in various locations with and without warning. All staff and faculty are required to report any suspicious packages or objects found on main campus facility and grounds to the EGSC Police Department immediately. **DO NOT HANDLE THE OBJECT.** In addition, report any bomb threats received via email, telephone, social media or other means of communication immediately.

1. **Bomb Threat on Email or Social Media:** Do not delete the message. Do not open any attachments. Call the EGSC Police Department immediately.
2. **Receipt of Bomb Threat by Telephone**– Anyone receiving a threat that a bomb is located on College property should attempt to obtain the following

information:

- a. When is the bomb going to explode?
- b. Where is the bomb located? What area?
- c. Why did you place the bomb?
- d. What type of bomb is it?
- e. What does it look like?
- f. What is your name?

Normally the caller will not answer these questions, but may make comments. During this time, the person receiving the threat should attempt to listen for any background noises, accent of the caller, or any information that may be helpful.

3. Keep talking to the caller as long as possible and record the following information:
 - a. Time of call
 - b. Age and sex of caller
 - c. Speech pattern, accent, nationality, etc.,
 - d. Emotional state of caller
 - e. The number dialed by the caller,
 - f. Background noise.
4. Report the incident immediately to the EGSC Police Department, 455-0125 or 289-2090; If possible, have someone contact the Police Department ASAP while you are on the phone.
5. Upon notification, the EGSC Police Department officer will immediately notify the Chief of Police.
6. A decision will be made as to whether the building or area will be evacuated.
 - a. **Evacuation Ordered** – Staff and faculty will assist in the evacuation of the building by ensuring that person(s) leave the area. Individuals evacuating the building shall move to a location that is approximately 1,500 feet away from any buildings. Generally, the parking areas at the farthest points from the buildings are the most acceptable.
 - b. **Evacuation Not Ordered** – In the event an evacuation is not ordered, a covert search may be conducted of the area. Employees will be asked to discreetly check their work areas for any suspicious packages or objects.
7. **Bomb/Suspicious Package/Object Located** – The EGSC Police Department will order the immediate evacuation of the area and identify a telephone in the immediate area to establish an on-site communications center. **Two-way radios will not be used within 1,500 feet of the suspected device! Communications Officers will notify Plant Operations personnel to cease use of radios.** The EGSC Police Department will call 911. The President will be immediately contacted.

**East Georgia State College Police
Department Bomb Threat Report Form
Threatening Phone Call**

Time call received:

Date: _____

Exact words of person making call:

QUESTIONS TO ASK

When is the bomb going to explode? _____

Where is the bomb located? What area? _____

Why did you place the bomb? _____

What type of bomb is it? _____

What does it look like? _____

What is your name? _____

Are you a student or employee? _____

Department and Phone number where call was received: _____

Description of Caller's voice: () male () female Tone / Accent _____

Background noises (bells, factory, traffic, etc.) _____

FIRE

All incidents of unintentional/non control burn fires will be reported to the EGSC Police Department immediately whether Fire Department response is required or not. All department heads, supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work areas. All employees shall be made aware of emergency evacuation routes for their work area, the location of fire exit windows, etc. Also, do not use elevators in the event of fire. In addition, the following procedures should be reviewed with employees.

In the event of Fire:

1. If a fire is reported and confirmed activate the building fire alarm and contact the EGSC Police Department as soon as possible at 478-455-0125 or 478-289-2090 and call 911.
 - a. If a minor fire appears controllable, IMMEDIATELY, contact, or direct someone in the area to contact the EGSC Police Department. Then promptly direct the charge of the fire extinguisher toward the base of the flame and sweep the extinguisher around the burning area.
 - b. On large fires that do not appear controllable, IMMEDIATELY, activate the building alarm and contact, or direct someone to contact the EGSC Police Department. Close all doors while exiting the building to reduce oxygen to the flames and slow the spread of fire. **DO NOT LOCK DOORS!**
2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
3. If trapped on a second story or higher, hang an article of clothing out of the window to attract the attention of by-standers or emergency personnel. Anyone trapped in the room should remain close to the floor to avoid smoke.
4. During the evacuation, direct crowds away from fire hydrants, roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside. **DO NOT ATTEMPT TO RESCUE! NOTIFY EMERGENCY SERVICES PERSONNEL ON THE SCENE.**

VIOLENT OR CRIMINAL BEHAVIOR

*The EGSC Police Department provides 24-hour assistance. In the event actual or potential violent, hostile or criminal behavior is witnessed, immediately contact the **EGSC Police Department Swainsboro** 455-0125 or 289-2090;*

In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life or to flee the area safely and avoid danger. 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.

Armed Intruder: If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from any armed offender. **Call the EGSC Police Department.** Get a good description of the intruder. Stay on the phone with the dispatcher.

HOSTAGE SITUATION

If taken hostage, or you witness another person being taken hostage or contained in a specific area:

1. Do your best to appear as calm as possible. Avoid drastic action.
2. The initial 45 minutes are often the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally disturbed, and it is difficult to predict their response to a given situation.
3. Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.
4. Avoid appearing hostile.
5. Maintain eye contact with the captor at all times, if possible, but do not stare.
6. Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.
7. Be observant and try to remember as many details about your captors as possible. In the event you are released or escape, the personal safety of others may depend on what you remember about the situation.
8. Displaying some fear may work to your advantage.
9. Be prepared for evasive action in the event entry by police is made. Often, they will shout instructions. Follow them immediately.

FLU PANDEMIC / INFECTIOUS DISEASE

In the event of an influenza or infectious disease pandemic, colleges and universities will play an integral role in protecting the health and safety of students, employees and their families. East Georgia State College's Pandemic and Infectious Disease Response Plan follows the [Georgia Department of Public Health](#) and the Centers for Disease Control and Prevention (CDC) framework specifically designed to assist colleges and universities to prepare for and respond to an influenza and infectious disease pandemic.

EGSC Chief of Staff and Legal Counsel, in coordination with USG Offices, will monitor CDC warnings, maintain official tally of reported and suspected cases at EGSC. Response may include a self-reporting line for employees and students staffed by a campus response team. The team will follow CDC/GDPH at home care, quarantine and isolation guidelines when responding to self-report. Quarantine and isolation in student housing is not planned; students will be sent home. Employees may be granted telework, if appropriate, and will take sick leave when absent.

Prevention and Treatment

These steps may help prevent the spread of respiratory illnesses such as the flu:

- Cover your nose and mouth when you cough or sneeze (into elbow).
- Wash hands often with soap and water, especially after you cough or sneeze. If you are not near water, use an alcohol-based hand cleaner.
- Avoid close contact with people who are sick. If you are sick, keep your distance from others to protect them from getting sick too.
- If you get the flu or suspect that you have the flu, stay home from work. This will help prevent others from catching your illness.
- To avoid spreading germs, try not to touch your eyes, nose, or mouth.

During an outbreak or following illness and upon return to work, face coverings may be recommended.

Communication During Outbreak

- Employees should maintain contact with their immediate supervisors for essential information.
- General information pertaining to college operations will be posted on the EGSC website, broadcast on the local and regional radio and television stations.
- Sick leave should be reported to Human Resources.
- Refer students to Provost/Vice President for Academic and Student Affairs for information on continuity of instruction. EGSC will follow [USG/GDPH/CDC](#) recommendations which include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

SUSPICIOUS PACKAGES AND MAIL

- Mail and packages can be used to deliver suspicious and potentially hazardous materials. Before opening, take care to examine the item for anything unusual.
- The United States Post Office recommends the following things to watch for in order to protect yourself, the college and the mailroom:
 - No return address.
 - Restrictive markings.
 - Sealed with tape.
 - Misspelled words. Badly typed or written.
 - Unknown powder or suspicious substance.
 - Possibly mailed from a foreign country
 - Excessive postage.
 - Oily stains, discolorations, crystallization on wrapper.
 - Excessive tape.
 - Strange odor.

- Incorrect title or addressed to title only.
- Rigid or bulky.
- Lopsided or uneven.
- Protruding wires.
- If you receive a suspicious letter or package:
- Stop. Don't handle. If you do touch the package, immediately wash your hands with soap and water.
- Isolate the package and the area immediately.
- Don't open, smell, or taste.
- Notify a supervisor, who should contact the EGSC Police Department.
- The Police Department will determine if the building should be evacuated. The supervisor may make the decision to evacuate the building prior to the Police Department's arrival if they deem it is warranted.
- Follow evacuation routes outside the building, away from the area the package is located.

CLASSROOM DISTURBANCES

The responses below are a suggested guide in directing faculty on appropriate response to certain student classroom behaviors.

For RUDE, ANNOYING OR IRRITATING BEHAVIOR: (suggested sequence)

- Address the student and class informally and clarify class expectations (as stated in syllabus)
- Repeated instances: private conference with student and warning of consequences of repeated disruptive behavior.
- IF STUDENT REPEATS BEHAVIOR AFTER CONFERENCE, ASK STUDENT TO LEAVE, CALL THE EGSC POLICE DEPARTMENT and/or DISMISS CLASS
- Report the removal to AVP Academic Affairs AND STUDENT CONDUCT OFFICER; condition student's return to class on student conference with SCO

For THREATENING OR POTENTIALLY VIOLENT STUDENT:

Direct or implied threats, challenges, acts of harassment and similar behaviors:

- If threat to personal safety, CALL 911 and the EGSC POLICE DEPARTMENT; File a Student Complaint with the STUDENT CONDUCT OFFICER
- If no immediate threat to personal safety: Call EGSC POLICE DEPARTMENT; REPORT TO DEAN AND STUDENT CONDUCT OFFICER

For EMOTIONAL/SUICIDAL/INTOXICATED or UNDER THE INFLUENCE OF DRUGS/ALCOHOL or STUDENT IN DISTRESS

- Call POLICE DEPARTMENT

EGSC SWAINSBORO POLICE DEPARTMENT: 478-289-2090 office / 478-455-0125 cell

EMERGENCY 911

FOOD CONTAMINATION OUTBREAK

A food contamination outbreak occurs when a group of people consume the same contaminated food and two or more of them come down with the same illness. A foodborne illness is confirmed when laboratory analysis shows a specific food is the source of the illness. Infants and preschool-age children, pregnant women, the elderly, people who are taking certain medication, and people who are seriously ill are a higher risk.

Foods most associated with food contamination outbreak

- Raw meat and poultry, raw eggs, unpasteurized milk, and raw shellfish
- Bulk raw milk, pooled raw eggs, or ground beef
- Fruits and vegetables consumed raw
- Unpasteurized fruit juice

Symptoms of food contamination

Typical symptoms include diarrhea, vomiting, nausea, sometimes accompanied with fever. A health care provider should be consulted for a diarrheal illness accompanied by:

- High fever (temperature over 101.5 F, measured orally)
- Blood in the stools
- Prolonged vomiting that prevents keeping liquids down (which can lead to dehydration)
- Signs of dehydration, including a decrease in urination, a dry mouth and throat, and feeling dizzy when standing up.
- Diarrheal illness that lasts more than 3 days

Treatment

Illnesses that are primarily diarrhea or vomiting can lead to dehydration if the person loses more body fluids and salts (electrolytes) than they take in. Replacing the lost fluids and electrolytes and keeping up with fluid intake are important. Anti-diarrheal medications may provide relief.

Source: Centers for Disease Control

Response

The Director of Plant Operations, Director of the Student Health Clinic and the Chief of Police will investigate food contamination claims on the EGSC campus. Affected students will be treated at the Student Health Clinic or referred for treatment. Affected faculty and staff will be referred for treatment. If the food contamination is linked to EGSC Food Services, the incident will be reported to the local health department. EGSC Food Services will be suspended until cleared by the local health department to resume business.

EXTREME HEAT/ HEAT WAVE

Heat waves are prolonged excessive heat/humidity episodes.

EGSC Response

The EGSC Police Department will monitor the NWS Heat Advisory/ Alert. All EGSC buildings, including the Student Housing Facility are air conditioned. In the event of a prolonged air conditioning

outage in a campus building during a heat wave, individuals will be relocated to cool on campus buildings. Prolonged power outages during a heat wave may be managed as an emergency requiring modification or closure of campus operations. All notifications to faculty/staff and students will be through Connect Ed, EGSC website posting, and such other means as necessary.

Listen for Heat Wave Alerts: The National Weather Service will initiate alert procedures when the Heat Index is expected to exceed 105°- 110°F

Heat Wave Safety Tips

- **Slow down.** Strenuous activities should be reduced, eliminated, or rescheduled to the coolest time of the day. Individuals at risk should stay in the coolest available place.
- **Dress for summer.** Lightweight light-colored clothing helps your body maintain normal temperatures.
- **Put less fuel on your inner fires.** Foods (like proteins) that increase metabolic heat production also increase water loss.
- Drink plenty of **water or other non-alcohol fluids**. Drink plenty of fluids even if you do not feel thirsty. Persons who (1) have epilepsy or heart, kidney, or liver disease, (2) are on fluid restrictive diets or (3) have a problem with fluid retention should consult a physician before increasing their consumption of fluids.
- **Do not drink alcoholic beverages.**
- **Do not** take salt tablets unless specified by a physician.
- **Spend more time in air-conditioned places.**

Know These Heat Disorder Symptoms

- **SUNBURN:** Redness and pain. In severe cases swelling of skin, blisters, fever, headaches. First Aid: Ointments for mild cases if blisters appear and do not break. If breaking occurs, apply dry sterile dressing. Serious, extensive cases should be seen by physician.
- **HEAT CRAMPS:** Painful spasms usually in muscles of legs and abdomen possible. Heavy sweating. First Aid: Firm pressure on cramping muscles, or gentle massage to relieve spasm. Give sips of water. If nausea occurs, discontinue use.
- **HEAT EXHAUSTION:** Heavy sweating, weakness, skin cold, pale and clammy. Pulse thready. Normal temperature possible. Fainting and vomiting. First Aid: Get victim out of sun. Lie down and loosen clothing. Apply cool, wet cloths. Fan or move victim to air conditioned room. Sips of water. If nausea occurs, discontinue use. If vomiting continues, seek immediate medical attention.
- **HEAT STROKE (or sunstroke):** High body temperature (106° F. or higher). Hot dry skin. Rapid and strong pulse. Possible unconsciousness. First Aid: HEAT STROKE IS A SEVERE MEDICAL EMERGENCY. SUMMON EMERGENCY MEDICAL ASSISTANCE OR GET THE VICTIM TO A HOSPITAL IMMEDIATELY. DELAY CAN BE FATAL. Move the victim to a cooler environment Reduce body temperature with cold bath or sponging. Use extreme caution. Remove clothing, use fans and air conditioners. If temperature rises again, repeat process. Do not give fluids. Persons on salt restrictive diets should consult a physician before increasing their salt intake.

Source: National Weather Service

3.5 Flu Pandemic / Infectious Disease Response Plan

In the event of an influenza or infectious disease pandemic, colleges and universities will play an integral role in protecting the health and safety of students, employees and their families. East Georgia State College's response plan follows the Georgia Department of Public Health, and the Centers for Disease Control and Prevention (CDC) framework specifically designed to assist colleges and universities to develop and/or improve plans to prepare for and respond to an influenza pandemic.

1. Planning and Coordination: The Emergency Response Committee or a similarly designated committee ("Committee") will serve as the EGSC response. Periodic training is conducted to define the roles and responsibilities for preparedness, response, and recovery planning. Measures are in place to ensure that key staff involved in the response will be accountable and responsible and financial resources will be dedicated for key stakeholders engaged in planning and executing specific components of the operational plan.

The EGSC Pandemic and Infectious Disease Response Plan (PIDRP) addresses the college's functioning at all stages of the event, from pre-event assessment and planning, to, various stages of illness, and through post event assessment according to the World Health Organizations guidelines. A copy of the East Georgia State College Pandemic and Infectious Disease Response Plan (PIDRP) is attached as **Appendix D**. Planning for different outbreak scenarios includes variations in severity of illness, mode of transmission, and rates of infection in the community. The President and Emergency Response Committee will make administrative decisions concerning the cancellation of classes, sporting events and/or other public events; closure of campus, and assessment of the suitability of students per guidelines set forth in the PIDRP and per USG guidance.

The College will consult and coordinate with USG and state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college. The College will consult the following authorities: Emanuel County Health Department, Centers for Disease Control, Georgia Department of Public Health, Department of Health and Human Services and University System of Georgia's Central Office for guidance in executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction including isolation and quarantine, and provision of healthcare, if possible, on campus. The College's Pandemic and Infectious Disease plan will be consistent with the East Georgia State College Emergency Action Plan and coordinate with the pandemic plan of the community and of the University System of Georgia. The Plan will include determination of the surge capacity for healthcare and other mental health and social services to meet the needs of the college and community during and after a pandemic.

East Georgia State College's Emergency Action Plan includes identification of key contacts with local and state public health officials as well as the University System of Georgia (including back-ups) and the chain of communications, including alternate mechanisms. East Georgia State College will test the linkages between the college Incident Command System and the Incident Command Systems of the local and/or state health department and the University System of Georgia through live and tabletop exercises and drills and revise our response plan as needed. East Georgia State College will participate in exercises of the community's pandemic plan.

A recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, and financial and operational disruption) is included in the Business Continuity Plans of the various departments on campus and will be coordinated with the USG and its resources.

2. Continuity of Student Learning and Operations

Alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments,) in the event of college closures are considered in the below Flu Procedures.

Procedures for East Georgia State College Faculty and Staff During Flu or Other Pandemic

East Georgia State College, under the direction of the Emergency Response Committee (ERC) and/or other similarly designated Committee, and the president, will coordinate all EGSC efforts related to any pandemic events; conduct pandemic training and exercises; report any suspected pandemic flu cases to the appropriate authorities; develop appropriate policies unique to a pandemic event; communicate to all EGSC students, faculty, staff, and the local community information regarding pandemic preparedness and plan implementation; and coordinate all communications with the Media.

All College employees should come to work if they are [well](#). EGSC is open for business, and all faculty and staff who are in good health are expected to report for work and carry out their normal duties. If this changes, the information will be shared via e-mail and on the EGSC website. All pandemic-related decisions rest with the ERC, and the president.

If East Georgia State College is forced to shut down regular operations due to a pandemic, class offerings will shift to an on-line format. The faculty will inform students as soon as possible that if this should happen faculty will be in contact with students through e-mail or D2L to let them know the plans for their course. Since there may likely be no lead time, faculty will need to develop the plans for their course as soon as possible and inform students on what to do should this serious situation arise. An on-line self-reporting mechanism may be initiated wherein faculty and staff self-report symptoms, exposures and confirmed illness. In addition, or in the alternative, faculty may be asked to maintain an awareness of the absentee rates of their classes in order to report significant, sustained absences over a short period of time, such as a week, due to flu -like or infectious disease symptoms. Significant absences will be defined as 10% or more over the normal absentee rate and should be reported to the Provost/Vice President for Academic and Student Affairs. While faculty are not asked to change policies related to class attendance, please be aware of the seriousness of a flu or other infectious disease and our need to work with students to make up work if they must miss class.

If sick, employees need to stay home, take care of themselves, and do everything possible to avoid infecting others. Employees with flu or other infectious disease symptoms should stay home and follow the current Georgia Department of Public Health Guidance concerning return to work. Any EGSC employee who has to miss work because of illness should notify his or her supervisor. If the cause of the illness is an exposure to a positive individual, a confirmed case or a suspected case of the flu or other infectious disease, the employee should notify the supervisor about this, too. The supervisor will notify the Office of Human Resources, so that the College can maximize the protection of others in the College community. The College's standard leave policies apply as well as any additional leave provisions promulgated from USG in response to the pandemic. Employees may be offered telecommuting while away from work due to quarantine, if appropriate to the position and approved by the supervisor.

Students who are diagnosed with the flu or other infectious disease should self-report to a pandemic response team, if available, and/or to their instructors.

A continuity of operations plan for maintaining the essential operations of the college including payroll; ongoing communication with employees, students and families; police department; and maintenance currently exists within the Business Continuity Plans for each department within the College.

3. Infection Control Policies and Procedures:

East Georgia State College will implement infection control policies and procedures that help limit the spread of influenza and other infectious disease on campus as recommended by the Centers for Disease Control, Georgia Department of Public Health, and any procedures required by USG. The College will strive to make good hygiene a habit now in order to help protect employees and students from many infectious diseases such as influenza. Encourage students and staff to get annual influenza vaccine. The College will procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hygiene products, sanitizing wipes, tissues and receptacles for their disposal, face coverings if recommended by GDPH/CDC).

The College will establish policies for employee and student sick leave absences unique to the pandemic (e.g., non-punitive, liberal leave), consistent with the University System of Georgia's policies, Georgia Department of Public Health's and Centers for Disease Control's recommendations. Additionally, policies will be established which address sick leave or employees and students suspected to be ill or who become ill on campus.

Employees and students with known or suspected infectious disease should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus. Residential students will not be allowed to quarantine in their housing unit. Students will receive notice of this at the time of the signing of the housing agreement.

East Georgia State College's Student Health Clinic is a non-urgent care facility with limited capacity. Students with suspected influenza or other infectious disease may use the services of the clinic for diagnosis, testing and limited treatment. Students will be referred to the local hospital for further treatment and monitoring. The College will coordinate with local and state authorities and share supplies to support a surge in demand.

The College will adopt CDC travel recommendations (www.cdc.gov/travel/) during an influenza or other infectious disease pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas. EGSC may also implement a voluntary travel registry to inform it of student and employee travel during a pandemic.

4. Communications Plan

The College will assess readiness to meet communications needs in preparation for a pandemic, including regular review, testing, and updating of communications plans that link with public health authorities and other key stakeholders such as CDC and GDPH.

The dissemination plan for communication with employees, students, and families, including lead spokespersons and links to other communication networks will follow the Notification system as outlined in the East Georgia State College Emergency Action Plan. The College will assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information as outlined in the East Georgia State College Emergency Action Plan.

The College will test platforms (e.g., email, hotlines, telephone trees, text messaging, dedicated websites, local radio or television) for communicating college response and actions to employees, students, and families as outlined in the East Georgia State College Emergency Action Plan. The College will advise employees and students where to find up-to-date and reliable pandemic information from federal, state and local public health sources.

The College will disseminate information about the college's pandemic preparedness and response plan to the students and college community. The College will disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing /sneezing etiquette), pandemic influenza and other infectious disease fundamentals (e.g., signs and symptoms of influenza and infectious disease, modes of transmission), personal and family protection and response strategies, and the at-home care of ill students or employees and their family members. Examples of such communications to faculty, staff and students will be obtained from the most current publicly available information from CDC, GPH websites