

## WESLEYAN COLLEGE EMERGENCY MANAGEMENT PLAN 2023-2024

### INTRODUCTION

Wesleyan College is committed to protecting the health and safety of all students, staff, faculty, and visitors at all times. In conjunction with this commitment is the inherent responsibility for preventing or minimizing any danger to life and/or property resulting from the effects of an emergency. When an emergency occurs, an immediate organized response by College personnel will be activated. The Wesleyan College Emergency Management Plan establishes the framework within which the College will provide this response. Our efforts in this area will only be effective through a cooperative effort by all Wesleyan College staff, faculty, and students.

The purpose of this Emergency Management Plan (EMP) is to define procedures for responding to specific types of emergencies on our campus. The central focus of these procedures is the protection and safety of the student body, faculty, staff, general public, and response personnel during emergencies involving the College.

The Wesleyan College Campus Safety Team has primary responsibility for providing the initial response to incidents on campus and for notifying appropriate outside authorities. Two individuals have been designated to perform the duties of Primary and Secondary Emergency Coordinators in the event of an emergency.

Both the Primary and Secondary Emergency Coordinators have the authority to commit the necessary services and equipment. In the event of an emergency response involving outside agencies, the acting Emergency Coordinator(s) shall coordinate with the responding incident commander regarding operational and administrative support in the form of information about response, materials or facilities involved, and access to College resources as requested.

The Wesleyan College Campus Safety Department respondent's primary purpose is to provide immediate action to prevent injury or damage. The Campus Safety Department will be the center for radio communications involving emergency incidents. All essential information will be communicated to emergency response personnel and designated College personnel.

**Disclaimer: This plan is intended as a series of recommendations to assist individuals when responding to emergencies. Because emergencies are varied and unpredictable, sound judgment must be exercised along with the recommendations contained in this guide in order to appropriately respond to any emergency situation.**

### CONTACT INFORMATION FOR EMERGENCY COORDINATORS

PRIMARY EMERGENCY COORDINATOR:

Jay Bartlett  
Director Campus Safety  
478 757-2038

SECONDARY EMERGENCY COORDINATOR:  
478-757-5216

Carrie Ingoldsby  
Vice President/Dean of Students

## CONTACT NUMBERS FOR EMERGENCIES AND SERVICE

FIRE:	Macon/Bibb Fire Department	911
EMS & Ambulance:		911
Law Enforcement:	Bibb Sheriff Sheriff's Office	911
CAMPUS SAFETY:	Wesleyan College	(478) 960-7969
CAMPUS SAFETY:	Patrol (note) Radio patch phone	(478) 757-5145
CAMPUS SAFETY:	Non- Emergency Director's Office	(478) 757-2038
EMA	Macon/Bibb Emergency Management	(478) 832-6300
HOSPITAL:	Atrium Hospital Downtown	(478) 633-1000
	Atrium Urgent Care North	(478) 474-5600
	Atrium Urgent Care Northwest	(478) 757-7865
	Piedmont Hospital Northside	(478) 765-7000
	Piedmont Hospital East Macon	(478) 757-8200
	Piedmont Urgent Care Ingleside	(478) 309-1004
	Piedmont Behavioral Health	(478) 741-1355
RED CROSS EMERGENCY RELIEF		(478) 743-8671
POISON CONTROL		(800) 222-1222
GEORGIA EMERGENCY MANAGEMENT AGENCY		(800) TRY-GEMA
HAZMAT		911

## NOTIFICATIONS AND ALERTS

**NOTE: During a pervasive power outage, should an emergency arise that involves personal safety or danger, please use your cell phone and call Campus Safety at 478- 960-7969.**

Warnings regarding emergencies such as hurricanes, tornadoes, other severe weather, terrorism, and civil disturbances are received from local and state emergency management agencies, and/or local media. Once in receipt of the information, Wesleyan College's Leadership Group will decide on the appropriate response.

Emergencies such as bomb threats, explosions, utility failures, violent crimes, fires, medical emergencies, and terrorism should be reported to the Campus Safety Department who will then notify the Leadership Group for a decision on the appropriate response.

Wesleyan College will activate the "High Alert" status and notify all personnel on the "High Alert" system depending on the situation.

### WESLEYAN COLLEGE "HIGH ALERT" STATUS

Wesleyan College has created a "High Alert" status to inform and have ready key personnel in the anticipation of any emergency, to rapidly and effectively coordinate essential assets for the purpose of preventing or minimizing the effects of emergencies, and to help protect the wellbeing of the College community. Depending upon the incident, all personnel will be notified via the **WESLEYAN COLLEGE "WesALERT" EMERGENCY NOTIFICATION SYSTEMS** – p. 4. The "High Alert" system is also designed to help facilitate the dissemination of pertinent information, through the WesALERT Emergency Notification Systems, for the purpose of forewarning the College community and to protect personal life and property.

### WEBSITE

When an incident occurs, the Wesleyan College Communication Department may post updates of the situation via the homepage banner on the College website. This information can be viewed at [www.wesleyancollege.edu](http://www.wesleyancollege.edu)

### EMAIL

Wesleyan College emails are sent, when appropriate to announce emergencies, provide response instructions, and report updates.

### LEADERSHIP GROUP

Wesleyan College Leadership Group will be made up of all department heads or designees as need to be determined by the Emergency Coordinators, and delegated based on the nature of the emergency. The Leadership Group will decide the appropriate response to an emergency. The Leadership Group may function by way of electronic communications and are not required to be a command post setting.

#### **Emergency Coordinators:**

Director of Campus Safety  
VP Marketing/Communications  
VP/Dean of Student Affairs  
Chief Financial Officer  
Director of IT  
Director of Plant Facilities  
Provost  
Human Resources

**Examples of emergencies triggering the “High Alert” status may include, but are not limited to:**

- Bomb Threat
- Contaminated Water (Extended period of time)
- Civil Unrest
- Fire<sup>[1]</sup><sub>SEP</sub>
- Flood / Sewage Contamination
- Structural Failure
- Hazardous Materials Spill
- Health Emergency
- Power Failure (extended)
- Death (Non-Accidental)
- Gas Leak
- Severe Weather Warning

**WESLEYAN COLLEGE EMERGENCY NOTIFICATION SYSTEM**

**Emergency Notifications and Timely Warning:**

The Clery Act requires every title IV institution, without exception, to have and disclose emergency response and evacuation procedures that would be used in response to significant emergency or dangerous situations involving an immediate threat to health or safety of students or employees occurring on campus.

- SMS Text (WesALERT)
- Email (@wesleyancollege.edu)
- Wesleyan College Website Homepage Banner<sup>[1]</sup><sub>SEP</sub>

**What is WesALERT?**

WesALERT is an emergency messaging system that sends SMS

**How will I be notified of an emergency?**

Text messages directly to your cell phone, as well as an email notification, in the event of an emergency. It will NOT be used for routine communications.

**How do I ensure that I am enrolled to receive the emergency text messages?**

You **MUST** validate your phone number and email address to be contacted in the event of an emergency and ensure it is updated. If you change either your phone number or email simply log in to WesPortal and click on “WesALERT” to update your information.

**What does it cost?**

The only cost is the amount your cell phone company may charge you to receive a text message. However, Wesleyan College will **ONLY** use the WesALERT system for emergency notifications, **NOT** routine communications or announcements.

**Who else will have access to my cell phone number or email?**

No one; the cell phone number or email you provide for your messaging will remain confidential and will **NOT** be released to anyone else.

**What if my cell phone number changes?**

You must update your cell phone number by going to the “WesALERT” link on the Wesleyan College portal site. Your number can be removed from the system, however this is NOT

recommended.

**How will I be alerted if I don't have a cell phone?**

Alert notifications will continue to be sent via Wesleyan College e-mail, and the Wesleyan College website homepage banner. However, text messaging offers contact to the greatest amount of people in the least amount of time.

**Do I need to renew my WesALERT account?**

Yes, your WesALERT is good for two years. You will receive a notification to renew your account. Each semester the college conducts a test of the WesALERT system, if you do not receive the alert you will need to renew your account.

**Can my family sign up for WesALERT?**

At this point, WesALERT is only intended to reach students, faculty and staff.

**What kinds of messages will I get through WesALERT?**

We will only send you a text message in the event of an emergency. The system is **NOT** used for routine communications.

If you have any other questions about the WesALERT system or updating your information, please contact Jan Tedders, Director of Computer Information Resources, ext. 5125

**DEPARTMENT OF CAMPUS PUBLIC SAFETY**

**What should I know about Wesleyan College's Campus Safety Department?**

The Wesleyan College Campus Safety Department is open 24 hours a day, 365 days a year. Campus Safety Officers can be reached at any time by dialing (478) 960-7969 for emergency calls dial 911. This will connect you with various Macon Bibb County government agencies. Wesleyan College Campus Safety has a memorandum of understanding agreement with local government first responders. Once emergency first responders have been notified contact Campus Safety.

**What should I know about reporting a crime?**

If you are a victim of a crime or witness a crime taking place, report the incident and/or any suspicious person(s) immediately to Campus Safety. Provide as much information as possible, including:

- Nature of the incident
- Location of the incident
- Is the suspect armed?
- Whether the incident is in progress
- Description of suspect(s) involved
- Description of any vehicle(s) involved

Follow the responding officer's instructions and stay on the line until an officer arrives. If possible, and if you are in no threat of danger, protect the crime scene.

### **What services are provided by Campus Safety?**

- Vehicle Patrols
- First Response
- Parking Enforcement
- Crime Prevention
- Safety Escorts
- Lost & Found
- Campus Surveillance
- Securing of facilities and gates

More information can be found at [www.wesleyancollege.edu](http://www.wesleyancollege.edu) under “Student Life,” “Campus Security.”

### **What should I know about crime prevention?**

The Campus Safety Department encourages all members of the College community to become involved in crime prevention. Information on safety and security precautions is provided to students, faculty, and staff members through seminars, brochures, e-mail and the College website. Campus Safety personnel conduct training and provide crime prevention information yearly on these and other topics:

- Drug & Alcohol Abuse Awareness
- Date/Acquaintance rape programs for women/men
- Personal Safety
- Burglary/Theft Prevention

Campus Safety Officers are available to provide any additional crime prevention programming that may be necessary to address an ongoing problem or situation.

### **What vehicle safety tips are good to know?**

- Walk to your vehicle in pairs or in a group.
- Vary your routine; use a different route, different times.
- Follow a well-lit pathway or roadway.
- Be aware of your surroundings.
- Watch for suspicious people or activities.
- When you enter your vehicle, lock all doors and turn on headlights (at night).
- If you are unfamiliar with a parking lot, drive through it and check it first.
- If you don't feel safe, go elsewhere and wait for someone else to arrive.
- Have your keys in your hand so that you don't have to search for them when you reach your vehicle.
- When you know that you will be returning to your vehicle late at night, park in a well-lit area.
- Before getting into your vehicle, visually inspect the interior for anything suspicious.

- Report any safety concerns to the Campus Safety Department.
- Do not offer rides to strangers.
- If you suspect that someone is following you, drive to the nearest open public place and call the Campus Safety or the local police department.
- Request an escort to or from your car by calling Campus Safety at 478-690-7969.

## EMERGENCY EVACUATION PROCEDURES

### **What conditions may warrant evacuation of a building?**

Fire, bomb threat, hazardous materials spill, hostile intruder, utility failure, etc. Follow the recommendations disseminated via the Emergency Notification Systems and/or Campus Safety.

### **What should I know about the building evacuation plan?**

- **KNOW** the evacuation plan of the building and gathering locations
- **KNOW** the locations of all exits for the building.
- **KNOW** the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc.)
- **KNOW** the locations of the assembly areas outside the building.
- **ASSIST** with and participate in emergency drills.

### **What should I do if I discover an event or condition that may warrant building evacuations?**

**NOTIFY** Campus Safety to report the fire/emergency **AFTER YOU HAVE REACHED A SAFE PLACE.**

- **ACTIVATE THE FIRE ALARM SYSTEM ONLY IF** smoke/fire is present by pulling one of the pull stations located along the exit routes, **IF** the alarm is not already sounding.
- **FOLLOW YOUR EVACUATION ROUTE** and evacuate the building through the nearest exit **if the alarm is sounding. DO NOT USE ELEVATORS. PROCEED** to the pre-determined outdoor assembly area for the building.
- **REMAIN OUTSIDE** in the assembly area until you have been cleared to re-enter by the emergency personnel in charge. **NOTE: The silencing of the fire alarm does NOT indicate clearance for re-entry. WAIT** for verbal instructions from emergency personnel and/or via the ENS

### **What should I do when I hear a fire alarm, or get an order to evacuate without an activated alarm?**

- **TURN OFF ALL HAZARDOUS EXPERIMENTS** or procedures before evacuating. **IF SAFE to do so, take or secure all valuables (wallets, purses, keys, etc.)**
- **EVACUATE** the building using the nearest safe exit or stairway. **DO NOT USE ELEVATORS.**
- **NOTIFY** Campus Safety from a safe area and provide your name, location, and nature of

the emergency.

- **PROCEED** to the pre-determined assembly area of the building and **remain there** until you are cleared to re- enter by the emergency personnel in charge.
- **DO NOT IMPEDE** access of emergency personnel to the area.
- **INFORM** the emergency personnel of the event, conditions, and the location of individuals who require assistance and have not been evacuated.

### **What should I do to initiate a fire alarm to evacuate a building?**

- **ACTIVATE FIRE ALARM SYSTEM** by pulling pull stations located along exit routes.

### **What if the entire College needs to be evacuated?**

The decision to evacuate all or part of the College grounds will rest with the Leadership Group and will be announced via the Emergency Notification Systems (WesALERT). All persons are to immediately vacate the area in question and move to another part of the College grounds, local assembly area, or shelter as directed. Emergency personnel are responsible for aiding disabled persons.

### **What do I do after I have evacuated a building?**

Stay in the designated assembly area until an accurate headcount is taken and you have been cleared to re-enter by emergency personnel in charge.

### **Will I receive evacuation notices via WesALERT?**

There are situations where WesALERT may be used to notify the need to evacuate. If this occurs, follow the instructions in the message and alert others in your area to the evacuation instructions.

## **INDIVIDUAL REQUIRING ASSISTANCE**

### **Campus Evacuation Procedures for People with Disabilities**

The following guidelines have been adopted by the College to assist in planning for the evacuation of people with physical disabilities. Every person needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. People with mobility or other concerns that would make independent evacuation difficult are encouraged to make alternative emergency evacuation plans since, while emergency personnel are usually available to assist with evacuation, this may not always be the case. Every individual must quickly become familiar with the area by locating exits, stairwells, elevators, firefighting equipment, fire alarms, and possible areas of rescue.

### **After an evacuation has been ordered:**

- **DO NOT** use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.



- If the situation is life threatening Wesleyan police will request paramedics once notified of the person's whereabouts. Please call campus police at 478-960-7969 or 911 with location.
- Check on people with special needs during an evacuation. A "buddy system," as a method to arrange for volunteers to alert and assist people with disabilities in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

### **Emergency Preparedness Guidelines for People with Disabilities:**

- Make your environment fire safe (make sure your exit route is clear).
- Become familiar with alternate routes in buildings you use frequently.
- Learn what may constitute a safe area in buildings you use frequently. Identify stairwells for waiting on fire rescue, if needed, for your "area of rescue assistance".
- Consider various disaster scenarios and decide ahead of time what you would do in different emergencies.
- Offer visual instructions to advice of the safest route or direction by pointing toward exits for evacuation.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.

### **Designated Areas of Rescue Assistance**

- Designated Areas of Rescue Assistance are generally located in stairwells.
- Other possible areas of rescue may be areas adjacent to stairwells, rooms with windows facing the outside, or in some cases interior rooms without windows (depending on the emergency, e.g., a tornado or an armed intruder).
- It is understood that older structures may not have adequate landings within the stairwells to accommodate wheelchairs. They should contact Campus Safety at 478-960-7969, or call 911 for assistance.
- If a student cannot speak, leave the phone off the hook until rescue personnel arrive. Individuals needing assistance should be prepared to give their name, building, floor and location, and other specific information to guide emergency personnel.

### **Recommendations for People with Disabilities**

- Individuals should advise others (supervisors, administrators, instructors, colleagues, fellow students) about any concerns they may have related to emergency exiting and how to provide assistance in the event of an emergency. This can include assistance to exits or possible areas of rescue, and alerting emergency services of their location.

### **Assisting People Who Are Blind or Have Low Vision**

- Tell the person the nature of the emergency, and offer to guide him/her. As you walk, indicate where you are, and advise of any obstacles. Do not grasp the person's arm. Offer your arm for guidance.

- If the person uses a dog guide, the dog may be confused or injured. Attempt to evacuate the dog guide.
- Canes and other mobility aids should be brought along with the individual.

### **Assisting People Who Are Deaf or Hard of Hearing**

Some older buildings do not have visual alarm systems. Therefore, persons who are deaf or hard of hearing may not perceive emergency alarms, and an alternative warning technique is required. Two methods of warning are the following:

- Tap the person on the shoulder, or turn the light switch on and off to gain attention. Then indicate through gestures, or in writing, what is happening and what to do. *Do not flip lights in the event of a gas leak.*
- For a person who is both deaf and blind, marking an “X” on the person’s back indicates an emergency and that the person is about to be guided to safety.

### **Assisting People with Mobility Limitations**

It is important to communicate with the individual before making the decision to physically assist unless the person is unconscious or otherwise unable to communicate *and* danger is imminent. A person may choose to stay in an **Area of Rescue Assistance** or other possible area of rescue rather than take medical risks in being moved.

### **Assisting People Using Crutches, Canes, or Walkers**

- If the person is having difficulty exiting quickly, treat him/her as if injured for evacuation purposes. Provide assistance requested, such as using another person for support while exiting. Canes, walkers, and other mobility aids should be carried out of the building and returned to the individual.

## **SEEK SHELTER**

### **Under what circumstances may I need to seek shelter?**

Hazardous material release, a dangerous person/hostile intruder in the area, severe weather that makes travel or being outdoors dangerous, when there is not enough time to evacuate, etc. Follow the recommendations disseminated via the Emergency Notification Systems and/or Campus Safety.

### **What should I know about seeking shelter?**

The goal is to avoid an immediate emergency by creating barriers between yourself and the threat, while maintaining safety and communications as much as possible. In many scenarios, the best room in a building to use for seeking shelter is an interior room with as few windows as possible. The lowest portion of the building should be used during a tornado emergency.

### **What should I do to safely seek shelter?**

## In General:

- GO** inside as quickly as possible or
- PROCEED** to an interior room, if already indoors.
- CLOSE** all doors and windows.
- LOCK** all windows and close all blinds and shades **if there is time**.
- LOCK** doors **if possible**.
- DO NOT** use gas stoves, candles, or other fire sources due to the dangers of carbon monoxide and the risk of creating a fire hazard.
- USE** phones only for emergencies

### If the emergency is a hazardous material spill or gas leak:

- STAY** low and away from windows.
- TURN OFF** air conditioners and fans, **if possible**.
- IMPROVISE** and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- MAINTAIN PHONE COMMUNICATION** so you can receive emergency messages.

### If the emergency is a dangerous person or hostile intruder:

See **CRIMINAL OR VIOLENT BEHAVIOR**

If the emergency is severe weather: See **SEVERE WEATHER** –

## FIRE

All incidents of fire **MUST** be reported to Campus Safety immediately, whether the response of the Fire Department is required or not. All Department heads, Building Safety Representatives, and supervisors will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area(s), and locations of fire exits and windows (if applicable). **DO NOT USE ELEVATORS** in the event of a fire.

See information about fire alarm activation at the end of this section.

### What should I do if I discover a fire?

**ACTIVATE THE FIRE ALARM SYSTEM** by pulling one of the pull stations located along exit routes, IF the alarm is not already sounding.

**The only persons authorized to CANCEL that alarm are:**

Campus Safety  
Director of the Physical Plant  
Fire Department

**FOLLOW YOUR EVACUATION ROUTE** and evacuate the building through the nearest exit **if the alarm is sounding.**


**DO NOT USE ELEVATORS. PROCEED** to the pre-determined outdoor assembly areas for the building.

**NOTIFY** 911 Fire Department then Campus Safety at (478) 960-7969 to report the fire.

**REMAIN OUTSIDE** in the assembly area until the ALL CLEAR sounds and/or notice is given by emergency personnel and/or Campus Safety.

**What do I need to know about portable fire extinguishers?**

Portable fire extinguishers are installed in every building. Familiarize yourself with the locations of the fire extinguishers and receive hands-on training. The Facilities Department will assist departments who request training for fire extinguishers. ABC fire extinguishers are used to fight Class "A", "B," and "C" fires:

- Class A: Fires caused by ordinary combustibles such as wood, paper or textiles
- Class B: Fires caused by flammable and combustible liquids such as cooking oil, gasoline, and other solvents
- Class C: Fires caused by electrically energized equipment or appliances 

**When should I use a portable fire extinguisher?**

Attempt to use fire extinguishers **ONLY** if the following apply: 

- The fire is small and can be contained safely with a fire extinguisher.
- The exit is clear and there is no imminent peril.
- The proper extinguisher is readily available.

**How do I use a fire extinguisher?** To operate the extinguisher, remember the word **P.A.S.S.**

**P – Pull the pin**

**A – Aim low**

**S – Squeeze**

**S – Sweep**

There are times when the Physical Plant staff performs maintenance and must put a particular building fire alarm system on “test” for a specified time frame. This staff member will remain on campus and monitor the building and fire panel during the test.

All personnel must notify Campus Safety before placing a building in “test” mode.

### **ARMED ASSAILANTS AND SHOOTING INCIDENTS**

If the situation should arise that someone has entered the College area and brandished or fired a weapon, the following list of actions is recommended. Please note that these situations are highly unpredictable and that the following recommendations are based on past experiences with shooting incidents on College campuses. Alternative responses may be necessary, depending on the situation.

**NOTE: FIREARMS ARE NOT ALLOWED ON CAMPUS. More information on Wesleyan College’s Weapon policy is available in the Student Handbook.**

#### **EMERGENCY ACTION PLAN:**

##### **1. RUN**

**If there is an accessible escape path, attempt to evacuate the premises.**

**Be sure to:**

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

##### **2. Hide**

**If evacuation is not possible, find a place to hide where the active shooter is less likely to find you**

**Your hiding place should:**

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)

- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place
- To prevent an active shooter from entering your hiding place:
- Lock and blockade the door with heavy furniture

**If the active shooter is nearby:**

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet if hiding out and evacuation is not possible.
- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

**3. FIGHT**

**Take action against the active shooter as a last resort, and only when your life**

**is in Imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

**If you are able to leave the building, follow the following;**

- **EXIT** the building\area immediately.
- **NOTIFY** others in the area to flee the area immediately.
- **FIND** a reasonably safe area and **CONTACT** Campus Safety at (478) 960-7969.
- **GIVE** Campus Safety the following information:
  - Your name
  - Location of the incident (as specific as possible)
  - Number of known shooters
  - Identification of the shooter(s)
  - Type of weapon(s) (handgun, rifle, etc.)
  - Your current location
  - Location(s) of known victim(s)

**If you are unable to leave the building, it is recommended you SEEK SHELTER:**

- **GO** to the nearest room, office, or closet.
- **CLOSE AND LOCK THE DOOR**, if possible.
- **COVER** the door or windows, if possible.
- **STAY** quiet and stay out of view.
- **DO NOT ANSWER THE DOOR.**
- **NOTIFY** Campus Safety at (478) 960-7969, **IF SAFE to do so.**
- **GIVE** Campus Safety the following information
  - Your name
  - Location of the incident (as specific as possible)
  - Number of known shooters
  - Identification of the shooter(s)
  - Type of weapon(s) (handgun, rifle, etc.)
  - Your current location
  - Location(s) of known victim(s)
  - **WAIT** for local police and/or emergency workers to assist you out of the building.

When Campus Safety personnel receive a report of, or observe an active shooter event they will immediately call 911. Campus Safety personnel will also attempt to collect as much information about the threat and the location of the threat to report to emergency responders, using the safest means possible. Campus Safety personnel should also attempt to secure facilities to deny access to the intruder. In some instances, an individual officer may be present within or near the active shooting location. He or she may determine that immediate action is necessary and reasonable to stop the threat. That decision may take into consideration the officer's capability to effectively intervene, based on his or her training.

Campus Safety personnel should also physically secure any facilities within their immediate proximity. Again, this task should be done so, only as safety allows and should not expose themselves or others to any increased level of danger to accomplish this task.

Once the threat has been neutralized, there will be many tasks to accomplish. At this point, Campus Safety personnel will shift to a support role for emergency responders.

### **CRIMINAL OR VIOLENT BEHAVIOR**

Wesleyan College is only as safe as the College Community allows it to be. Everyone is asked to assist in making the College safe by being alert to suspicious situations and promptly reporting them.

**What should I do if I observe or am a victim of a criminal act or violent behavior, or if I observe suspicious activity or person(s)?**

If you observe a criminal act or are a victim, immediately notify Campus Safety. Campus Safety

are available 24 hours a day and can be reached by calling (478)960-7969. The Campus Safety Office is located in Olive Swann Porter (OSP), on the third floor in the hall way room 304.

### **What information do I need to have readily available when reporting?**

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

### **What do I need to do after reporting the suspicious activity, criminal act or violent behavior?**

- If safe, stay on the phone with the Campus Safety Officer and keep a visual on the suspect as long as possible.
- When the officers arrive, assist them by supplying them with all additional information.

### **What do I need to do if there is gunfire or explosives discharged on College grounds? See ARMED ASSAILANTS AND SHOOTING INCIDENTS –**

#### **HOSTAGE SITUATION**

### **What should I do if I am taken hostage?**

If you feel it is safest to cooperate and not fight back, the following is recommended:

- **FOLLOW INSTRUCTIONS**; be alert and be cooperative.
- **DO NOT** look the intruder in the eyes.
- **DO NOT SPEAK** unless spoken to and then only when necessary.
- **DO NOT TALK DOWN** to the captor who may be in an agitated state. Avoid appearing hostile.
- **BE OBSERVANT**. You may be released or escape. The personal safety of others may depend on your memory.
- **BE PREPARED** to answer police and/or other emergency personnel on the phone.

#### **BOMB THREAT**

- **What should I know about bomb threats?**  
Bomb threats can be classified into two categories:
- **The Hoax Caller:** These threats are generally intended to create an atmosphere of panic and chaos. Generally, the motive of the caller(s) is to disrupt normal activities and operations at the location where the explosive device is allegedly placed.
- **The Credible Caller:** The caller believes or knows that an explosive device has been or will be placed in the location, and he/she wants to warn of the threat to minimize personal



injuries or property damage. The caller may be the person responsible for the device or someone who has become aware of information they believe to be credible.

- **Through what methods can I receive a bomb threat?**  
Most of the time, bomb threats occur over the phone, however threats can also be made via letters, email, and suspicious packages.
- **The Phone Threat:** Telephone bomb threats are the most common. If you receive a bomb threat by phone, **DO NOT DISCONNECT THE CALLER**. Keep the caller on the line as long as possible and get as much information as possible. Once the call is finished, report the call and information to Campus Safety.

#### **Information you should attempt to obtain:**

- **When** will the bomb explode?
- **Where** is the bomb located?
- **What** kind of bomb is it?
- **Who** is (are) the targets?
- **Who** is the caller and how can he or she be reached?
- **Why** was the bomb placed?
- **The Letter Threat:** Bomb threats can be received via letter or in another form of writing. If you receive this correspondence, keep all materials and contact Campus Safety immediately at (478) 960-7969. The person opening the letter should handle the document as little as possible
- **The Email Threat:** Email is becoming a more and more frequent source of harassing communication. Although email is not very private, anyone can create email accounts under fictitious names and use public computers to send threats. A person receiving a bomb threat via email should contact Campus Safety immediately. **DO NOT DELETE THE MESSAGE.**
- **The Suspicious Package, Letter or Other Item:** Any unusual object or strange vehicle should be immediately reported to Campus Safety (See **SUSPICIOUS PACKAGES AND LETTERS**).

#### **What do I do if I receive a bomb threat?**

- **KEEP CALM AND KEEP THE CALLER ON THE LINE** as long as possible.
- **ASK** the caller to repeat the message.
- **RECORD** as much of the spoken words made by the person making the call as possible.
- **ASK** the caller for the exact location and time of possible detonation.
- **PAY PARTICULAR ATTENTION** to any noises, such as motors running, background music, etc. which might give even a remote clue as to the place from which the call is being made.

- **LISTEN** closely to the voice (male or female), quality of the voice (calm or excited), accents and speech impediments.
- **DO NOT HANG UP THE PHONE UNTIL THE CALLER HAS DISCONNECTED.**
- **NOTIFY** Campus Safety at (478) 960-7969 immediately after the call has been completed, giving as much information as possible.
- **FOLLOW** instructions given by Campus Safety or as directed by the EMS.
- **IF** instructed to evacuate, **FOLLOW** evacuation instructions
- **ASSEMBLE** at the assembly area designated for your building (See **CAMPUS EVACUATION MASTER PLAN MAP** – or other location as directed by Campus Safety.
- **PRESERVE** any written, electronic or recorded communications related to the bomb threat for investigation by Campus Safety / local police.

### **BOMB THREAT CHECK LIST**

If someone calls to deliver a bomb threat, follow the recommended instructions:

#### **Questions to ask:**

1. When is the bomb going to explode?
2. Where is it right now?
3. What kind of bomb is it?
4. What will cause it to explode?
5. Did you place the bomb?
6. Why?
7. What is your address?
8. What is your name?

#### **Exact wording of the threat:**

- Number at which call is received:
- Time:- Caller's Voice:
- Soft spoken
- Educated
- Irrational

- Incoherent
- Sex/gender: M F
- If voice is familiar, who did it sound like?
- Length of call:
- Remarks (See above questions)
- Name: (person taking call)
- Phone number: (phone number if caller ID available)

**After the caller has disconnected, IMMEDIATELY call 911 then call Campus Safety at (478) 960-7969 and follow their instructions.**

### **EXPLOSION**

**In the event of an explosion on campus, take the following action:**

**TAKE COVER** immediately under tables, desks, and/or other objects that will give protection against falling glass or debris. **NOTIFY** Campus Safety at (478) 960-7969. Give your name and describe the location and nature of the emergency.

**IF** necessary, or when directed to do so, **ACTIVATE** the fire alarm. When the building evacuation alert is sounded via the fire alarm or WesALERT, or when told to leave by College officials, **WALK** quickly to the nearest exit and encourage others to do the same.

**ASSIST DISABLED PERSONS** in exiting the building.

**DO NOT USE ELEVATORS** in case of fire or sudden power outage.

**DO NOT PANIC** or create panic in others.

**MOVE** to the area designated as your building assembly area.

**KEEP** streets and walkways clear for emergency vehicles and crews.

**ASSIST** emergency crews as necessary, if requested. A College emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

### **SEVERE WEATHER EMERGENCIES**

When Campus Safety receive severe weather alerts from the National Weather Service and/or appropriate agencies, they will notify the Leadership Group. The Leadership Group will initiate notifications via WesALERT, email, social media, and/or [www.wesleyancollege.edu](http://www.wesleyancollege.edu) website as necessary.

## TORNADOES

### What should I know about tornadoes?

- Georgia has two tornado seasons, one in the spring and one in the fall.
- Land-falling tropical storms and hurricanes also generate tornadoes.
- Tornadoes can last from a few seconds to more than an hour.
- A tornado's path can be from 24 yards to over a mile.
- The Fujita Scale (F-Scale) is used to measure wind speed, which is derived from actual damage caused by the storm.

### What is a *tornado watch*?

The National Weather Service issues a tornado watch when conditions are favorable for the development of tornadoes.

### What should I do during a tornado watch?

When a tornado watch is issued by the National Weather Service. Campus Safety will initiate communication to the Leadership Group, who will then inform the community. Continue normal activities, but have a safety plan in mind, and be ready to implement it if a *warning* is issued. The Leadership Group should monitor their phones at all times until the watch is lifted.

### What is a *tornado warning*?

The National Weather Service issues a tornado warning when a tornado has been detected or sighted. The warning will tell you the location and movement of the severe weather along with an estimated time of expiration.

### What should I do during a tornado warning?

When a tornado warning is issued by the National Weather Service for areas affecting campus, the Leadership Group will notify the College community.

▪ **TAKE COVER:** Instruct students, employees, and others in the immediate area to find a wall near the interior of the building, on the lowest level of the building, away from windows and exterior doors. Individuals should curl up in a "ball" or fetal position near the wall, place their hands over their heads and remain in that position until the severe weather passes.

▪ **IF** outdoors, with no shelter available, lie flat in a nearby ditch and shield your head with your arms. For a **LAST RESORT**, consider using a vehicle as a shelter. **DO NOT** get into the vehicle, but rather crawl under the vehicle and shield your head with your arms.

## **Campus Tornado Safety Locations.**

Candler- 1st floor hallway left of lobby (women's bathroom side)

Equestrian Center- Bathroom in center of building, with warning and advisement go to Mathew's Athletic Center. (stairwell, ground floor)

Huckabee- Behind the front desk, closed partition doors.

Library- Basement

Mathews Fitness Center- In stairwell, stay on ground level

Munroe-1st floor hallway away from lobby and stairwells, close classroom doors.

Murphy-center hallway away from doors and windows

Olive Swann Porter - Trice Room

Physical Plant- Murphy Building - central hallways away from doors and windows.

Porter Auditorium - Lower level of building in classrooms in center of building.

Porter Gym - Men's locker room basement area, enter from Wolves Den.

Tate - Hallway on lowest level of building away from stairwells, close class room doors.

Taylor - Hallway on lowest level of building away from windows and stairwells, close class rooms

Pierce Chapel - Lower level restrooms, out of hall way

Residential Tornado Safety Locations: Assembly area

Corn Apartments-1st. floor hallway away from lobby and stairwells, close emergency doors at stairwell.

Hightower - Basement level in middle of hallway away from stairwell and laundry room.

Jones - Basement level middle of hallway, away from stairwells and laundry room.

Persons - 1st floor hallways away from stairwells, close all room doors

Wortham - Laundry room

## **THUNDERSTOREM, LIGHTNING, FLOODS**

- **What should I know about thunderstorms?**

Thunderstorms are a normal occurrence for Georgia and often develop with little warning. These storms are capable of producing large amounts of rain in short periods of time, along with lots of lightning. Hazards to prepare for include wind, lightning, and flash flooding.

- **What should I do during a thunderstorm?**

**SEEK** shelter and avoid driving if the conditions are too dangerous to do so.

**AVOID** windows.

**MONITOR** the National Weather service, College website and College communications for severe thunderstorm warnings and/or tornado warnings.

- **What should I know about lightning?**

Lightning kills more people annually than all other weather hazards combined.

Lightning strikes usually occur close to the rain area and are negatively charged.

The most dangerous lightning is the positively charged ground strike that can occur many miles from the rain area. If you can hear thunder, you are in danger of being struck by lightning.

- **What should I do when I see lightning?**

**SEEK SHELTER** in a fully enclosed building or car.

**STAY AWAY** from doors, windows, and electrical appliances.

**STAY OFF** the phone.

**AVOID** water (including showers, baths and faucets), high ground, open spaces, metal objects, and contact with other people, if outdoors.

- **What should I know about outdoor flooding?**

Flash flooding occurs quickly and often without warning. **DO NOT** attempt to drive across flooded areas. **STAY AWAY** from downed power lines.

- **What should I know about indoor flooding?**

If indoor flooding is detected, call Campus Police immediately at (478) 960-7969. Stay out of the water and, **IF SAFE to do so**, unplug all electronics. Warn others to stay out of the water as well.

## HURRICANES AND TROPICAL STORMS

### **What should I know about hurricanes and tropical storms?**

Hurricane season begins June 1 and ends November 30. When a hurricane warning is issued by the National Weather Service, the Leadership Group may authorize the College to close. Hurricane Warnings and/or closures of the College will be disseminated via the Emergency Notifications System (WesALERT). These storms are capable of producing a great deal of rain. There is an increased risk of tornado activity during hurricanes/tropical storms.

**Tropical Depression:** An organized system of thunderstorms with a defined circulation and top-sustained winds of less than 39 MPH

**Tropical Storm:** An organized system of thunderstorms with a defined circulation and top-sustained winds between 39-74 MPH

**Tropical Storm Watch:** Conditions are possible in the specified area of the watch within 36 hours

**Tropical Storm Warning:** Conditions are expected in the specified area within 24 hours

**Hurricane:** An intense tropical weather system with a well-defined circulation and wind speed of 74 MPH or higher

**Hurricane Watch:** Conditions are possible within the specified area within 36 hours

**Hurricane Warning:** Conditions are expected in the specified area within 24 hours sustained

### **What should I do to prepare for Hurricanes and Tropical Storms?**

**MONITOR** news and weather reports.

**HAVE** emergency supplies available in the event of utility failure.

**KNOW** emergency response procedures.

### **EARTHQUAKE**

**During an earthquake, remain calm and quickly follow the steps outlined below:**

**IF INDOORS**, seek refuge in a doorway, or under a desk or table. Stay away from glass, windows, shelves, and heavy equipment.

**IF OUTDOORS**, move quickly away from buildings, utility poles, and other structures. **WARNING: Always avoid power or utility lines.**

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. **EVALUATE** the situation after the initial shock and, if emergency help is necessary, call Campus Police at (478) 960-7969. Damaged facilities should be reported to the Campus Police. **PROTECT YOURSELF** at all times and **BE PREPARED** for aftershocks.

### **SNOW AND ICE STORM**

Snow, ice and/or flooding can make travel to and from Wesleyan College hazardous. When potential or actual conditions develop that would make travel to and from the College hazardous, the following procedure will be followed:

When Campus Safety receives severe weather alerts from the National Weather Service and/or appropriate agencies, they will notify the Leadership Group. The Leadership Group will initiate notifications via WesALERT, email, and/or the [www.wesleyancollege.edu](http://www.wesleyancollege.edu) website as necessary.

The Leadership Group will determine if College operations are to be suspended or delayed. If they are to be suspended or delayed, students, faculty and staff will be notified via the Emergency Notification System (WesALERT), which may include SMS Text, e-mail, News Media, Website and/or Wesleyan College Facebook and Twitter Pages.

- Campus Safety will contact the Director of the Physical Plant to identify the potential impact on the immediate area.
- Campus Safety will initiate steps to secure the College, preventing entry to the main entrances under hazardous conditions.

- Campus Safety will continually monitor weather, news, and road condition reports and maintain communication with the Leadership Group.
- If closure of the campus is warranted, either for the entire day or until a specific time, College officials will notify the following local area television and radio stations. **The College cannot guarantee that the media will disseminate the information in a timely manner:**

**Television Stations**

13 WMAZ  
41 NBC/WMGT  
Fox 24 WGXA

**Radio Stations**

WMAC 940

- All students, faculty, and staff will be notified via the Emergency Notification Systems (WesALERT) advising of any potentially unsafe conditions as well as current conditions. The College website may display information on its homepage banner.

**UTILITY FAILURE**

**NOTE: In the event of a pervasive power outage, use your cell phone to notify Campus Safety.**

In the event of an electrical or plumbing failure, flooding, water leak, natural gas or propane leak, call Physical Plant (478) 757-5140 from 8:00a.m. – 4:30p.m. Monday – Friday and Campus Safety at (478) 960-7969 after hours and on weekends. (**NOTE:** In the event of a gas or propane leak, evacuate the immediate area and call Campus Safety from a safe distance to reduce risk of fire/explosion from electrical charge). Campus Safety will contact Facilities and other appropriate authorities as necessary.

**What should I do if the utility failure causes, or has the potential to cause, serious danger to persons or property?**

**NOTIFY** Campus Safety at (478) 960-7969.

**EVACUATE** the building.

**IF SAFE to do so, gather essential personal items (ID, wallet, keys, etc.)**

**NOTIFY** others in the immediate area as you are exiting the building.

**What should I do if the building’s power is off?**

**NOTIFY** Campus Safety at (478) 960-7969.

**WAIT** for instructions.

When the electricity is off in a building, smoke detectors and fire alarm systems, smoke detectors and emergency lights will function for 30-60 minutes on reserve power.



## What should I do if I smell propane or natural gas?

### **DO NOT PULL THE FIRE ALARM**

**LEAVE** the area immediately

**IF SAFE to do so, gather essential personal items (ID, wallet, keys, etc.)**

**NOTIFY** Campus Safety at (478) 960-7969 (**NOTE:** In the event of a gas or propane leak, evacuate the immediate area and call Campus Safety from a safe distance to reduce risk of fire/explosion from electrical charge).

**KEEP** others out of area.

**EVACUATE** the building.

**NOTIFY** others as you are exiting the building.

If the utility failure is widespread, Campus Safety or College administrators may order the building or area to be evacuated until the problem has been corrected.

## MEDICAL EMERGENCY

Medical emergencies, heart attack, fractures, etc, may arise at any time and without warning. In each incident, the primary emergency contact is emergency contact is 911. The secondary contact will be Campus Safety at (478) 960-7969.

### What do I do if there is a medical emergency occurring or one has occurred?

- **Call 911** Immediately.
- **NOTIFY** Campus Safety as soon as possible at (478) 960-7969.
- **PROVIDE** your name, location, number of people injured, and description of the medical emergency.
- **REMAIN ON THE PHONE** for instructions.
- **STAY CALM** and keep the injured person(s) calm as well.

## CHEMICAL OR RADIATION EXPOSURE

Hazardous chemicals are utilized on Wesleyan College's campus in various locations. Trains, tractor trailers and contractors traveling on or near the College may carry hazardous chemicals that may threaten the environment of the College in the event of a spill.

### What are hazardous materials?

Hazardous materials are chemicals, products, and/or agents that can cause harm to humans or the environment when handled improperly.

### What should I do if there is a spill in the area, and no personnel trained in Hazardous Material cleanup and appropriate spill kits are available?

- **EVACUATE** the immediate area, or the entire building if necessary, **IF SAFE to do so, gather essential personal items (ID, wallet, keys, etc.)**
- **KEEP** others out of the area.
- **ASSIST** others to safety.

- **NOTIFY** Campus Safety at (478) 960-7969, who will then notify the Macon/Bibb Fire Department.
- **STAY** outside the building, as decontamination may be necessary.

### **What information do I need to have readily available when reporting a spill?**

- Your name and location of the incident
- Details of the incident including:
  - Type of incident - liquid spill, gas leak, bio-hazardous material, etc.
  - Type and quantity of hazardous material involved, if known
  - Type of exposure to personnel – skin or eye contact, inhalation, etc.
  - Extent of injuries or damage, if any

### **SUSPICIOUS PACKAGE AND LETTER**

#### **Characteristics of Suspicious packages**

Mail and package delivery to each department should be screened for suspicious letters and/or packages. Some common features of threat letters/packages include the following:

**NOTE:** The presence of one or more of these elements does **NOT** necessarily mean that the package is suspicious. Evaluation must depend upon the judgment of the individual screening the mail.

#### **Potential Elements of Suspicion:**

- Fictitious, unfamiliar or no return address
- Handwritten or poorly typed address
- Address to a title only or an incorrect title
- Mailed from a foreign country
- Excessive Postage
- Excessive string or tape on package
- Misspelling of common words
- Restrictive markings such as "Confidential," "Personal", etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Discoloration or stains

#### **If you believe a package is suspicious:**

- **DO NOT OPEN OR HANDLE IT** Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary.
- **NOTIFY** Campus Safety at (478) 960-7969.
- **KEEP** others away from the area.

### **Letter or Package Claiming Contamination:**

If you open a letter/package with information that claims to have contaminated you, but there is no substance seen or felt in the envelope or on the letter, chances are that you have not been contaminated.

- **NOTIFY** Campus Safety at (478) 960-7969 and tell them exactly what has happened. They will dispatch the appropriate personnel to your location to follow up on your possible exposure and to document what has taken place.
- **SECURE** the area until Campus Safety arrives.
- **DO NOT HANDLE** the suspicious item any more than necessary and do not let anyone else handle the item.
  
- If you do handle the suspicious item wash the affected area with soap and water for at least 3 minutes or until the substance is gone.

### **Letter or Package with a Foreign Substance:**

If you open a letter/package that claims to have contaminated you, or there is some sort of foreign substance in the envelope or package:

- **PLACE** the letter back into the envelope/package and close it. The person(s) who opened the envelope/package and anyone who came in contact with the envelope/package or its contents after it was opened should:
- **IMMEDIATELY LEAVE THE ROOM** and **WASH** affected areas with soap and water for a minimum of 3 minutes or until the substance is gone.
- **REMOVE** any clothing with the substance on it and place the contaminated clothing in a plastic bag.
- **WASH** affected areas with soap and water **AGAIN** after securing contaminated clothing/articles.
- **NOTIFY** Campus Safety at (478) 960-7969 to report the incident and all steps taken up to that point.

### **The Risk will be Evaluated and Further Measures Taken If Necessary**

The Campus Safety Department and the Macon Bibb Fire Department can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building. Based upon the risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any actions necessary to return the area to normal activity will begin as soon as possible.

**If you have questions, contact Campus Safety at (478) 960-7969**

### **AIRCRAFT CRASH**

The airspace over Wesleyan College is routinely filled with air traffic. The College is in the direct flight path of Robins Air Force Base. A wide variety of military aircraft operate from this base. Explosion and fire as well as falling debris resulting from an aircraft crash pose a serious risk to

individuals on the ground.

**If you witness an aircraft crash:**

- **CONTACT** Campus Safety at (478) 960-7969.
- **MOVE AWAY** from the crash site and seek shelter in a safe location. If it is not possible to move immediately, **DROP, COVER AND HOLD** to protect yourself against blast damage.
- **IF** you are inside, and the building is not damaged, **REMAIN INSIDE** and stay away from windows. Faculty should try to keep their classes together as a unit.
- **REFER** to **EMERGENCY EVACUATION PROCEDURES** –
- **PROVIDE** care for the injured if you are trained in first aid **PROVIDED IT IS SAFE TO BE IN THE AREA.**
- Untrained individuals should **NOT** enter the crash site. A well-intentioned, but untrained and ill-equipped person who enters the crash site risks serious injury.
- **IF** you are aware of places where people may be trapped, inform the nearest emergency responder as quickly as possible so that trained and properly equipped personnel can affect a rescue effort.

**PSYCHOLOGICAL CRISIS / SUBSTANCE ABUSE**

**What is a psychological crisis?**

A psychological crisis exists when an individual is threatening harm to himself/herself or others, or fails to maintain self-care.

**The crisis may manifest as the following, but is not limited to:**

- Passive suicidal ideation (“I wish I were not here anymore”)
- Direct suicidal statements (“I plan to kill myself tonight”)
- Self-mutilation
- Uncontrollable behaviors
- Excessive crying
- Excessive substance use/abuse
- Withdrawal or isolation
- Changes in normal behavior
- Paranoia / Hallucinations
- Manic Behavior

**Procedures**

- **IF** you come into contact with someone experiencing a psychological crisis, **DO NOT ATTEMPT TO HANDLE THE SITUATION ALONE.**

- **NOTIFY** Student Affairs immediately at (478) 757-5216, during business hours and the on duty RA at 478-61-7787 after hours and weekends. Campus Safety can be called anytime for assistance at (478) 960-7969. The safety of the person in crisis, as well as those around him/her, should be of primary concern. Student Affairs and Campus Safety will work with College counseling professionals when necessary.
- **REPORT ALL SUICIDE ATTEMPTS OR THREATS TO STUDENT AFFAIRS AND/OR CAMPUS SAFETY IMMEDIATELY \_**

**STUDENTS** who are experiencing a severe psychological crisis should call campus safety or 911 immediately, or go to the nearest hospital emergency room. Campus Safety, (478) 960-7969, has the emergency numbers for Student Affairs and Counseling Services for referral.

**FACULTY/STAFF** who are experiencing a psychological crisis should go to the nearest hospital emergency room, call their family physician, or call 911.

**Response to suicide-related situations will vary in nature depending upon the circumstances.**

**In circumstances involving evidence of actual or imminent harm or danger to a person on College property, incidents shall be immediately reported to the Campus Safety Department.**

**Knowledge of suicide situations not on College property shall be immediately reported to the local law enforcement jurisdiction in which the danger exists. The Student Affairs on call Professional should be notified.**

**Other resources for individuals seeking/requiring assistance:**

- For immediate concerns, visit your nearest **emergency room** for assessment and care.
- During school hours for students, contact the **Student Affairs Professional Staff**. You can work with the professional staff to develop a safety plan for maintaining self-care. Our staff is trained to assist students with social, emotional, and academic concerns in a caring, non-judgmental, and confidential manner. Please be aware that the counselor may not be available immediately. Contact the **Student Affairs**, during business hours, (478) 757-5216 or **Campus Safety** at (478) 960-7969 to address any emergency. They will assist you in getting to the nearest emergency room for immediate care. In life threatening situations call 911 then notify Campus Safety at (478) 960-7969.
- You may contact **River Edge Behavioral Health** at (478) 803-7600 or call Suicide and Crisis Lifeline at 988. They provide state-of-the-art prevention, treatment and support services for children, youth, families and adults who experience mental illness, addiction, co-occurring disorders or developmental disabilities.

- **Piedmont Crisis Line and Behavioral Health** is the nearest behavioral health hospital. Lifeline can be reached at (478) 741-1355.

Suicide and Crisis Lifeline at 988.

## SEXUAL VIOLENCE / ASSAULT

### **What should I know about sexual violence / assault?**

Sexual violence affects every aspect of a person's life: his or her body, emotions, thoughts, behaviors, spirituality, and relationships with family, friends and the outside world. Sexual violence is never the victim's fault and statistics show most victims know their attacker. Sexual violence committed by a total stranger occurs, but not nearly as frequently as by acquaintances. If you have been a victim of sexual violence, there are a number of options available to you. When you are assisting a victim, confidentiality and ensuring the victim maintains a feeling of control over what happens to her/him is extremely important. The victim should make most decisions for herself/himself with assistance from trained personnel, **unless a minor**.

### **What should I do if I am a victim of sexual assault, harassment or misconduct?**

#### **IMMEDIATE ACTION:**

- **CONTACT** Student Affairs during normal business hours or Resident Advisor on duty after hours and on weekends at (478) 461-7787 or (478) 461-7788 or Campus Safety at (478) 960-7969. Campus Safety who will then call the Student Affairs on call professional staff member to assist.
- **CONTACT** a nearby relative or friend for support and assistance.
- **REMAIN CALM** to avoid destroying or contaminating any available evidence. It is best not to bathe, shower, brush your teeth, urinate, defecate, douche, or change clothing or bedding where evidence may be found. Clothing should be kept as evidence.
- **Title IV Coordinator** 478-757-3775 [kmalone@wesleyancollege.edu](mailto:kmalone@wesleyancollege.edu).

**If you choose not to contact the police**, it is still important to take care of yourself. You are highly encouraged to contact another member of the campus or Macon community to assist and support you. You may consider making an appointment with a physician or the hospital to be screened for sexually transmitted diseases and pregnancy.

### **What should I do if I am assisting a victim of a sexual assault, harassment or misconduct?**

As with all protocols, this is for your reference should you be the first Wesleyan College contact person to communicate with the victim. Refer to these guidelines as necessary when talking to the victim so that s/he is aware of all of the options available:

- **ASCERTAIN** whether or not the victim needs immediate medical assistance. If so, **CONTACT** Campus Safety **IMMEDIATELY** at (478) 960-7969. Campus Safety will

- then contact the Student Affairs on-call professional staff member.
- **MOVE** the victim to a place where s/he feels safe.
  - **RESPECT** the victim's confidentiality.
  - **LISTEN**. Allow the individual to share details if s/he is comfortable.
  - **CALL** one of the below resources who can speak with the individual to help with her/his emotional response (this can include shock, passivity, anger, tears, guilt, etc ).
  - **BE SUPPORTIVE** and allow the individual to take her/his time.
  - **REMEMBER** it is a difficult experience for someone to go through.

**NOTIFY Campus Safety: Federal law requires that all crimes committed on the College campus be reported to Campus Safety (Clery Act of 1990). Campus Safety will:**

- Provide a police report and assistance as needed.
- Call the Student Affairs on-call professional staff for support.
- Notify proper authorities as appropriate.

**If an individual (adult only) chooses to not take any action:**

- **BE RESPECTFUL** of the victim's choices, but let the victim know her/his options.
- **REFER** the victim to below resources for support. **If a minor, sexual assault MUST be reported to the authorities.** Resources can be used to help support the individual through the process as well (i.e. family, friends, significant others, etc ).

**Resources for an individual who has experienced sexual assault, harassment or misconduct:**

**National Sexual Assault Hotline** - Will direct individual to closest county sexual assault facility (800) 656-HOPE (24-hour hotline).

**Wesleyan College Student Counseling Center** – (478) 757-4024 Free for all enrolled Wesleyan College students. Outside referrals will be provided if the student's needs necessitate a higher level of care than the Counseling Center is able to provide. Any reports of a sexual assault made to the counselors shall remain confidential unless the victim specifically indicates they would like the matter referred to the Title IX Coordinator for further investigation.

**Wesleyan College Student Health Center** – (478) 757-4025 Free for all enrolled Wesleyan College students. Outside referrals will be provided if the student's needs necessitate a higher level of care than the Health Center is able to provide. Any reports of a sexual assault made to the Director of Health Services shall remain confidential unless the victim specifically indicates they would like the matter referred to the Title IX Coordinator for further investigation.

**College Chaplain** - (478) 757-5180 Free for all enrolled Wesleyan College students. Outside referrals will be provided if the student's needs necessitate a higher level of care than the Chaplain

is able to provide. Any reports of a sexual assault made to the Director of Student Counseling Services shall remain confidential unless the victim specifically indicates they would like the matter referred to the Title IX Coordinator for further investigation.

**Piedmont Health Emergency Room (478) 633-1000**

**Crisis Line and Safe House** – (478) 745-9292 is available 24/7 and will connect you with resources in the community as well as provide information on the most convenient option for immediate care based on your circumstances.

### **SUBSEQUENT PROCEDURES:**

All Wesleyan College employees are considered mandatory reporters under Title IX and are required to report incidents of sexual assault, harassment or misconduct to the Title IX Coordinator Kathy Malone, at (478) 757-3775 or [kmalone@wesleyancollege.edu](mailto:kmalone@wesleyancollege.edu) immediately with the exception of confidential employees to include the counselors, nurse practitioner, and Chaplain. See complete Title IX policies on the Wesleyan College website

### **CHEMICAL OR BIOLOGICAL TERRORIST EVENT**

A chemical or biological terrorist event is a threat brought on by the manipulation of dangerous chemicals with the intent to do harm. Until the appropriate authorities arrive on site this incident will be treated the same as a chemical spill.

Enter the building nearest to you, proceeding to the center of the building. If possible, turn off heating/air conditioning unit. Remain inside until notified that the crisis is over by emergency personnel. Individuals who work or study at Wesleyan are encouraged to keep their Wesleyan College identification card with them at all times and to consult the Federal Emergency Management Agency website at [www.fema.org](http://www.fema.org) to determine any additional steps they may wish to take for their own safety and comfort. These include:

- Making prior arrangements with friends and family for a meeting place in the event of an interruption in communications
- Storing non-perishable food and bottled water in an amount that will last three days to keep in your office/residence
- Keeping any medications or personal supplies you need on your person.

### **CHEMICAL SPILL OR CONTAMINATION**

Upon notification that a chemical spill or contamination has occurred,

- Evacuate the building, following any specific information given by emergency personnel (such as avoiding an exit that may be blocked by the spill) and assisting disabled persons as necessary.
- Go to the outdoor gathering location (listed under fire) and remain there until given further instructions by emergency personnel.



If you are aware of anyone who is still in the building after the evacuation or has been injured by the chemical, report it to the emergency personnel immediately.

### **PROTEST**

If a non-violent protest is occurring on or near campus, no action other than paying extra attention to your surroundings is necessary. If a protest on or near campus starts to get violent, all persons nearby should enter a building and stay inside, away from windows, and remain inside until Bibb County Sheriff and Campus Safety has resolved the situation.

### **MISSING PERSON**

Wesleyan College follows the procedure outlined below whenever a student who resides in a campus residential facility is reported to be missing for 24 hours. If the circumstances of the disappearance are such that a student's well-being is possibly in jeopardy, a missing person investigation can be commenced quicker than 24 hours.

The following information will be gathered from residential students during the check in process or other designated time. This may be different from the normal emergency contact that a student may list. This information is kept in confidence and accessed only by authorized campus officials in the case of suspected missing person with the exception of law enforcement personnel in furtherance of a missing person investigation.

*In the event the College receives notification that I, \_\_\_\_\_, may be missing, please contact \_\_\_\_\_ (name) \_\_\_\_\_ (relationship) \_\_\_\_\_ (phone number). By providing this information I am granting permission for*

*College officials to contact this (these) person(s) as needed.*

### **Suspected Missing Person Reporting**

Suspected missing persons can be reported to the following:

- Wesleyan College Campus Safety – 478-960-7969
- VP/Dean of Students – 478-757-5219
- Assistant Dean, Support Health and Wellness 478-757-3800
- Assistant Director of Residence Life – 478-757-2869
- Resident Advisor on Duty – 478-461-7787 or 478-461-7788

Anyone who receives information on a missing student must immediately report that information to Wesleyan College Campus Safety, and Wesleyan College Campus Safety Director will immediately notify the Dean of Students or Student Affairs staff member on call.

Immediate Response by Dean of Students:

1. Upon receiving notification, The Dean of Students, or designee, will go to the student's room to look for the student.
2. The Dean of Students, or designee, will attempt to contact the student via the student's cellular phone (if the number was provided to the College) and other electronic means if

possible.

3. The Dean of Students, or designee, will notify Wesleyan College Campus Safety of the status

### **If Over 24 Hours or Student is in Jeopardy**

If Wesleyan College Campus Safety determines that the student has been missing for 24 hours, or the circumstances indicate a student is in jeopardy even under that time frame, then within the next 24 hours they must collaborate with the Dean of Students to:

1. Notify the individual identified by the student to be contacted in this circumstance
2. If a student is under 18 years old and is not emancipated, their parent or guardian and any other designated contact person will be notified
3. Notify the Bibb County Sheriff's Office regardless of whether the student has identified a contact person, is above the age of 18 or is an emancipated minor. A reported missing individual will be considered missing until direct contact has been made with the Wesleyan College Campus Safety or the Dean of Students.
4. Virtual Care Group. Provides students, faculty, and staff with easy accessible healthcare service so that they can get the care they need at a time when they need it most call 866-533-1827 or [care@thevirtualcaregroup.com](mailto:care@thevirtualcaregroup.com).

### **PANDEMIC**

In the case of a pandemic, the College will follow recommendations of the CDC and the local Health Department. Communication to students, faculty and staff will be sent via e-mail, The college website and the text alert system.

### **CAMPUS FIRE SAFETY LOCATIONS: EMERGENCY ASSEMBLY AREA**

**Candler** – Flag Pole

**Olive Swann Porter** – Flag Pole

**Equestrian Center** – Parking Lot E

**Physical Plant** – Parking Lot B

**Huckabee** – Parking Lot B

**Porter Auditorium** – Flag Pole

**Library** – Flag Pole

**Porter Gym** – Flag Pole

**Mathews Fitness Center** – Parking Lot E

**Tate** – Flag Pole

**Munroe** – Flag Pole

**Taylor** – Flag Pole

**Murphy** – Parking Lot B

**Pierce Chapel** – Grassy area by Hightower Hall

### **Residential Fire Safety Locations: Emergency Assembly Area**

**Banks Hall:** Parking Lot B

**Hightower Hall:** Parking Lot B

**Jones Hall:** Parking Lot G

**Persons:** Flag Pole

**Wortham:** Parking Lot G

**Corn Hall/South Apartments:** Parking Lot A on the corner of Forsyth Rd and Tucker Rd.

**CAMPUS TORNADO SAFETY LOCATIONS: ASSEMBLY AREA**

**Candler** – 1<sup>st</sup> floor hallway left of lobby (women’s bathroom side)

**Equestrian Center** – Bathroom in center of building, with warning and advisement go to Mathew’s

**Huckabee** – Behind front desk, close partition doors

**Library** – Basement

**Mathews Fitness Center** – In stairwells, stay on ground level

**Munroe** – 1<sup>st</sup> floor hallway, away from lobby and stairwells, close classroom doors.

**Murphy** – central hallways away from doors and windows.

**Olive Swann Porter** – Trice Room

**Physical Plant** – Murphy Building – central hallways away from doors and windows

**Porter Auditorium** – Lower level of building in classrooms in center of building

**Porter Gym** – Men’s locker room basement area, enter from Pioneer Lounge

**Tate** – Hallway on lowest level of building away from stairwells, close classroom doors

**Taylor** – Hallway on lowest level of building away from stairwells, close classroom doors

**Pierce Chapel** - Lower level restrooms, out of the hallway

**Residential Tornado Safety Locations: Emergency Assembly Area**

**Banks** – Laundry room.

**Corn Apartments** – 1<sup>st</sup> floor hallway away from lobby and stairwells, close emergency doors at stairwells.

**Hightower** – Basement level in middle of hallway away from stairwells and laundry room.

**Jones** – Basement level in middle of hallway, away from stairwells and laundry room.

**Persons** – 1<sup>st</sup> floor hallways away from stairwells, close all room doors.

**Wortham** – Laundry room.