

Wesleyan College

Emergency Management Plan

2016 - 2017

During an emergency, immediate and appropriate action is required of every member of the Wesleyan Community in order to prevent harm to others and ourselves. To ensure that an effective response occurs, everyone on campus will need to be familiar with the emergency guidelines contained in this document.

As a member of the campus community, you are instructed to follow the guidelines below. Simultaneously, other offices on campus will be performing separate emergency duties to help control the situation. The Office of Campus Police will be trying to contain the emergency if possible, notifying Macon-Bibb Police, Fire Department, Georgia Emergency Management Agency, or other emergency assistance if needed. Physical Plant will be shutting down systems as necessary or delivering equipment needed to assist with the emergency. The Emergency Response Team will be communicating either by phone, e-mail, or in an emergency headquarters-meeting place (dependent upon the type of emergency) to oversee response by the resources available. Dependent upon the needs of the moment, other departments may be responding by doing things such as bringing phone service back or cleaning up/preventing a chemical spill, etc.

Being familiar with these guidelines before an emergency occurs will greatly enhance your safety during a crisis by ensuring your appropriate and rapid response. Such an automatic response by the Wesleyan Community will allow emergency personnel to respond directly to the crisis at hand, possibly resolving it more quickly and effectively than would otherwise be possible.

To make our campus a more secure location it is recommended that you keep your Wesleyan ID with you at all times.

FIRE

Every time a fire alarm goes off, *all* building occupants must exit the building, unless they have been notified prior to the event that it is not necessary to evacuate (as in testing of the alarms, etc.).

Upon hearing the fire alarm:

Everyone will exit the building quickly and in an orderly fashion, assisting those who may need assistance. Whenever possible, employees will help maintain an approximate head count of those from their offices, classrooms, or meeting place. Upon reaching the exterior gathering location, (*see list below*) employees will ensure that those under their jurisdiction or care do NOT re-enter the building until notified they may do so by emergency personnel. If there are injuries, Wesleyan College employees should notify Campus Police as soon as possible after reaching the exterior gathering location. If an employee or student suspects that someone remains in the building, Campus Police should be alerted to this fact immediately.

If you are unable to exit the building, go to the safest location of the building for fire (usually in a stairwell and identified as such by signage) and wait for emergency personnel to assist you in exiting the building.

While exiting the building:

- Do not use elevators.
- Attempt to maintain a calm and orderly exit.
- Do not prop doors open.

Campus Fire Safety Locations: Emergency Assembly Area

Candler – Grassy area in front of Candler

Equestrian Center – Parking lot in front of Center

Huckabee – Parking Lot behind OSP

Library – Grassy area in front of Candler Building

Olive Swann Porter – Flag Pole

Physical Plant – Porter parking lot

Porter Auditorium – Grassy area in front of PFA sundial

Porter Gym – Grassy area between Porter Gym and

Mathews Fitness Center – Parking lot away from Center Taylor Hall
Munroe – Flag Pole **Tate** – Flag Pole
Murphy – Parking Lot C in rear of Porter Fine Arts **Taylor** – Flag Pole
Pierce Chapel – Grassy area by Hightower Hall

Residential Fire Safety Locations: Emergency Assembly Area

Banks Hall: Opposite side of fountain

Hightower Hall: Front of Huckabee Hall

Jones Hall: Upper driveway away from Front Entrance

Persons: Opposite side of fountain

Wortham: Opposite side of fountain

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

TORNADO

Upon notification of a tornado warning:

All persons will proceed to a tornado safety location inside their buildings, assisting those that need assistance, and ensuring that those under their jurisdiction also go to the safety location. Whenever possible, employees will maintain an approximate head count of the persons from their areas. All building occupants are to remain in the safety location until the Tornado Warning has expired or until notified that the danger has passed.

A Tornado Safety Location is one that:

- Has no windows
- Is on the lowest possible floor of a building
- Has no exterior walls

Campus Tornado Safety Locations: Emergency Assembly Area

Candler – 1st floor hallway left of lobby (women’s bathroom side)

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

Huckabee – Behind front desk, close partition doors

Library – Basement or 1st floor in middle of room away from windows

Mathews Fitness Center – In stairwells, stay on ground level

Munroe – 1st floor hallway away from lobby and stairwells, close classroom door.

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 – 1st 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 – 1st floor hallways away from stairwells, close all room doors.

Wortham – Laundry room.

ACTIVE SHOOTER OR CRIMINAL ON OR NEAR CAMPUS

Upon notification of a criminal on or near campus:

The offices notified (via the voice over speaker system) will alert all classrooms and offices on their floor if safe to do so. Individuals should gather in an area/room of their building not easily accessed from the outside, preferably behind a locked door, staying away from windows and extinguishing lights. Do NOT exit a safe location until notified that the emergency is over. If, during the lockdown, a student or employee enters the building, they may be let into one of the locked rooms if the situation is such that it is safe to do so. Should a Wesleyan Community member enter a building during a lockdown and be unable to enter the locked rooms, he/she should find an unoccupied room, lock it if possible, and remain there until the situation is resolved.

UNSTABLE PERSON OR HOSTAGE SITUATION

Upon notification of an unstable person or hostage situation on campus:

Persons near the situation will quietly leave the area, notifying Campus Police and others nearby, if possible. If not, lock yourself in a room and stay low. Persons in the same room as the unstable person should remain calm and try to keep the unstable person as calm as possible. Should the situation escalate, other floors or offices may be notified to evacuate the building quietly. In this instance, building occupants should remain in the location indicated by Campus Police until further notice. The rest of campus will be notified not to enter the building in which the emergency is taking place.

If possible, have the following information ready when you call Campus Police to notify them of the situation:

- The number of unstable persons/hostage takers present
- Who is in the room/office/floor with the unstable person/hostage taker
- The actions/attitude of unstable person/hostage taker
- Exact last known location of unstable person/hostage taker

SUSPICIOUS PARCEL OR SUBSTANCE

The individual discovering the package or substance should immediately contact Campus Police. If you come in contact with the package, wash hands for 30 seconds with soap and warm water. If Campus Police requires a building evacuation, all building occupants should remain outside until notified otherwise.

Persons who were in the immediate vicinity of the parcel/substance should remain separated from the rest of the occupants.

Campus Police/Emergency Personnel will possibly need to know:

- Who was in the room with the parcel/substance
- Who touched the parcel/substance
- Was the package opened and, if so, what happened when it was opened

EARTHQUAKE

Should an earthquake occur, building occupants should get under a piece of sturdy furniture or in a doorway, if possible. Occupants should stay away from windows and glass as much as possible. If the building is stable, remain

where you are until notified otherwise by Campus Police or Emergency Services Personnel as aftershocks will occur. Persons outside when an earthquake occurs should move to an open area away from electrical wires, tall structures, etc. After the first wave has passed, all people outside, or who judge their building to have become unstable, should go to the Campus Quad if there is a clear pathway there.

BOMB OR BOMB THREAT

The person receiving the bomb threat should begin the evacuation process by telling his/her co-workers/students/visitors to quietly exit the building, with the evacuating employees notifying other offices/people as they exit, sending one person to report the situation to Campus Police as quickly as possible. Building occupants should exit the building as quickly and quietly as possible without touching anything that is not necessary to touch in order to get out of the building.

- All cell phones should be turned off.
- Elevators should not be used.

Occupants should then proceed to the exterior safety location (see fire safety locations), without reentering the building until told they may do so by Campus Police. No one may enter the building until emergency personnel have declared the building safe. Employees are responsible for ensuring that everyone in their areas evacuate the building and for notifying emergency personnel if anyone remains in the building.

CHEMICAL OR BIOLOGICAL TERRORIST EVENT

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 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 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 Macon-Bibb Police and Campus Police has resolved the situation.

EXPLOSION OR AIRCRAFT CRASH

In the event of an explosion or aircraft crash on campus, all persons in the vicinity should evacuate the buildings and area near the explosion as quickly as possible and go to an area on the opposite end of campus to avoid any possible toxic fumes released by the explosion. Notify emergency personnel of any injured or missing persons. Remain away from the site of the explosion until notified by emergency personnel that it is safe to return.

MISSING PERSON

The term "missing student" is defined as any Wesleyan College student residing in a facility owned or operated by the College who is reported missing from her residence. Whenever a Wesleyan College student is believed missing, the College will initiate steps to locate her or to determine why the student has not been seen. Students are under no obligation to notify the College of plans to spend time away from their residences; however, if circumstances indicate that an investigation is warranted, concerned parties should contact Student Affairs or the Wesleyan Police Department. Upon notification, both Departments will make inquiries within the College and beyond.

If the College determines that the circumstances of the missing student require a police investigation, the Wesleyan Police or Student Affairs will notify the local police department. If the local police department determines that the student should be classified as a missing person, they will initiate their own investigation. The College will support their investigation by providing whatever technical support is appropriate, including notices, photos, schedules, and any other information relevant to the search for the missing student.

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, college website and the text alert system.

EVACUATION

In the case of a building evacuation, please use the fire safety locations listed above. Building evacuations are rare, but require full cooperation of all building occupants. Any notification of evacuation will be given by a member of the Emergency Team or Campus Police.

MISCELLANEOUS INFORMATION

In instances such as widespread food poisoning, power outage or water loss on campus no formal general response is required other than following the instructions given in the campus-wide notification.

EMERGENCY TEAM MEMBERS

Patty Gibbs, Vice President for Student Affairs, Dean of Students

Lionel Doss, Chief of Campus Police

Kevin Ulshafer, Director of Computer and Information Resources

Mary Ann Howard, Director of Communications

James Fleenor, Director of Physical Plant

Emily Jarvis, Director of Residence Life

Jamie Thames, Director of Student Counseling Services

Mary Berndt, Director of Health Service