EMERGENCY RESPONSE PLAN

For

Abraham Baldwin Agricultural College

2802 Moore Hwy
Tifton, GA 31793

1-800-733-3653 / 229-391-5060

Updated April 23, 2014
# TABLE OF CONTENTS

I. EMERGENCY RESPONSE ................................................................. 3

A. KEY EMERGENCY RESPONSE INFORMATION ................................. 4
   A1. Primary Emergency Contact List .................................................. 4
   A2. Departmental Emergency Coordinator Notification Schedule .......... 5
   A3. Campus Emergency Shelters ..................................................... 6
   A4. Campus Emergency Evacuation Assembly Points .......................... 7

B. IMMEDIATE EMERGENCY RESPONSE PROCEDURES ..................... 8
   B1. Emergency Evacuation ............................................................. 9
   B2. Bomb Threat ...........................................................................10
   B3. Chemical Spill, Radiation Leak, HazMat Situation, Suspicious Parcels .. 12
   B4. Civil Disturbance or Demonstration ..........................................13
   B5. Earthquake ............................................................................15
   B6. Explosion ...............................................................................15
   B7. Fire ......................................................................................16
   B8. Flood ....................................................................................16
   B9. Hostage Taking ......................................................................17
   B10. Hurricanes ............................................................................18
   B11. Medical and First Aid .............................................................18
   B12. Nuclear Attack .......................................................................19
   B13. Psychological Crisis ...............................................................20
   B14. Terrorism .............................................................................20
   B15. Utility Failure ..........................................................................20
   B16. Violent or Criminal Behavior ...................................................21
   B17. Weather - Inclement ...............................................................21
   B18. Weather – Severe, Tornado .....................................................23
I. **EMERGENCY RESPONSE**
A. **KEY EMERGENCY RESPONSE INFORMATION**

### A1. Primary Emergency Contact List

**Emergency Reporting and Declaration Process**

- Initial observer calls ABAC Police 391-5060
- ABAC Police notifies EC
- EC notifies ED and CERT members
- EC/CERT members report to EOC
- CERT conducts assessment
- EC reports findings to ED
- ED declares state of emergency

EC=Emergency Coordinator  ED=Emergency Director  CERT=Campus Emergency Response Team  EOC=Emergency Operations Cntr

<table>
<thead>
<tr>
<th>ABAC Police (Public Safety)</th>
<th>** Officer on Duty</th>
<th>391-5060</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Note: For Moultrie emergencies, contact 911 first, then contact ABAC Police.)</em></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Coordinator (EC)</th>
<th>Name</th>
<th>office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Public Safety</td>
<td>** Bryan Golden</td>
<td>391-5060</td>
</tr>
<tr>
<td>Assistant Dir. of Public Safety</td>
<td>* Chris Stephens</td>
<td>391-5060</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Director (ED)</th>
<th>Name</th>
<th>office</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>** David Bridges</td>
<td>391-5050</td>
</tr>
<tr>
<td>* Pam Leonard</td>
<td>391-5050</td>
<td></td>
</tr>
<tr>
<td>VP for Fiscal and Physical Affairs</td>
<td>** Melvin Merrill</td>
<td>391-4894</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Emergency Response Team (CERT)</th>
<th>Name</th>
<th>office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Relations</td>
<td>** Ashley Mock</td>
<td>391-5057</td>
</tr>
<tr>
<td>* Michael McLean</td>
<td>391-5184</td>
<td></td>
</tr>
<tr>
<td>Plant Operations</td>
<td>** Dan Miller</td>
<td>391-5180</td>
</tr>
<tr>
<td>* Tim Marshall</td>
<td>391-4793</td>
<td></td>
</tr>
<tr>
<td>Student/Enrollment Services</td>
<td>** Bernice Hughes</td>
<td>391-5129</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>** Niles Reddick</td>
<td>391-4783</td>
</tr>
<tr>
<td>* Tim Marshall</td>
<td>391-4793</td>
<td></td>
</tr>
<tr>
<td>Nursing and Health Sciences</td>
<td>** Troy Spicer</td>
<td>391-5035</td>
</tr>
<tr>
<td>* Becky Arnold</td>
<td>391-5024</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>** Mike Williams</td>
<td>391-4860</td>
</tr>
<tr>
<td>* Ernest Kelly</td>
<td>391-4858</td>
<td></td>
</tr>
</tbody>
</table>

Notes: ** Primary Contact. * Alternate Contact. If the primary contact for an area is unavailable, the alternate contact should be notified and the responsibility to notify their Departmental Emergency Coordinators, if any, will then fall on the alternate. All area codes 229 unless noted otherwise.
A2. **Departmental Emergency Coordinator Notification Schedule**

**Notification Notes:**
The success of the notification system and the safety of campus personnel depend on everyone carrying out assigned notification responsibilities. Don’t let the notification system break down. **Notify everyone in your area of responsibility.** Those notified should maintain their own sub-group contact lists, if required, to ensure that all appropriate additional notifications are made. All area codes 229 unless noted otherwise.

<table>
<thead>
<tr>
<th>President’s Office Notifies:</th>
<th>name</th>
<th>office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Richard Spancake</td>
<td>391-4890</td>
</tr>
<tr>
<td>Institutional Research</td>
<td>Amy Howell</td>
<td>391-4983</td>
</tr>
<tr>
<td>V. P. of External Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Advancement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Georgia Ag Education Office</td>
<td>Lynn Barber</td>
<td>386-3428</td>
</tr>
<tr>
<td>GPSTC Police Academy-Tifton</td>
<td>Marty Smith</td>
<td>386-3606</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Affairs Notifies:</th>
<th>name</th>
<th>office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office</td>
<td>Deidra Jackson</td>
<td>391-4921</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Tracy Dyal</td>
<td>391-4825</td>
</tr>
<tr>
<td>Post Office</td>
<td>Randy Carter</td>
<td>391-5040</td>
</tr>
<tr>
<td>Sodexho (Physical Plant)</td>
<td>Dan Miller</td>
<td>391-5180</td>
</tr>
<tr>
<td>Sodexho (Dining Services)</td>
<td>Dan Miller</td>
<td>391-5170</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Affairs Notifies:</th>
<th>name</th>
<th>office</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Agriculture</td>
<td>Tim Marshall</td>
<td>391-4793</td>
</tr>
<tr>
<td>School of Business</td>
<td>Dill &amp; Susan Driscoll</td>
<td>391-4830</td>
</tr>
<tr>
<td>School of Liberal Arts</td>
<td>Bobbie Robinson</td>
<td>391-4949</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Alan Kramer</td>
<td>391-4928</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>Troy Spicer</td>
<td>391-5035</td>
</tr>
<tr>
<td>School of Science Math</td>
<td>Johnny Evans</td>
<td>391-5100</td>
</tr>
<tr>
<td>School of Human Sciences</td>
<td>Darby Sewell</td>
<td>391-4810</td>
</tr>
<tr>
<td>Moultrie Center</td>
<td>Gail Dillard</td>
<td>2000 (on camp.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>891-7235 (from off campus)</td>
</tr>
<tr>
<td>Library</td>
<td>Marie Davis</td>
<td>391-4988</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student and Enrollment Services Notifies:</th>
<th>name</th>
<th>office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Services/One Stop Shop</td>
<td>Donna Webb</td>
<td>391-5016</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Traci Bryan</td>
<td>391-4985</td>
</tr>
<tr>
<td>Student Life and Housing</td>
<td>Chris Kinsey</td>
<td>391-5139</td>
</tr>
<tr>
<td>Student Development</td>
<td>Maggie Martin</td>
<td>391-5135</td>
</tr>
<tr>
<td>Learning Support Coordinator</td>
<td>Charla Terrell</td>
<td>391-4997</td>
</tr>
<tr>
<td>Academic Achievement Center</td>
<td>Kim Tally</td>
<td>391-4785</td>
</tr>
</tbody>
</table>
### A3. **Campus Emergency Shelters**

<table>
<thead>
<tr>
<th>Building</th>
<th>Safe Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag Sciences</td>
<td>Hallways without windows.</td>
</tr>
<tr>
<td>Bowen Hall</td>
<td>First floor hall and rooms 101 through 103</td>
</tr>
<tr>
<td>Britt Hall</td>
<td>Bottom floor hall.</td>
</tr>
<tr>
<td>Chambliss</td>
<td>Inner labs without windows, room E-111 with partition.</td>
</tr>
<tr>
<td>Chapel</td>
<td>(No safe emergency shelter area in this building.)</td>
</tr>
<tr>
<td>Comer Hall</td>
<td>Bottom floor hall.</td>
</tr>
<tr>
<td>Conger Hall</td>
<td>Inner offices (118, 102), classroom 108 and the hall back toward the restrooms.</td>
</tr>
<tr>
<td>Dev/Alumni</td>
<td>Hall and restrooms</td>
</tr>
<tr>
<td>Dining Hall</td>
<td>Coolers and storage room.</td>
</tr>
<tr>
<td>Gaines Hall</td>
<td>Building Closed</td>
</tr>
<tr>
<td>Gray Hall</td>
<td>No shelter. Go to bottom of Britt Hall.</td>
</tr>
<tr>
<td>Gressette Gym</td>
<td>Hall outside main office.</td>
</tr>
<tr>
<td>Health Center</td>
<td>Inner halls and rooms without windows.</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>First floor hallways and offices with no windows</td>
</tr>
<tr>
<td>Herring</td>
<td>Inner Halls and rooms without windows</td>
</tr>
<tr>
<td>Horticulture</td>
<td>Room 119 (Equipment Lab), Room 113 (Ceramics Lab), and any inner offices without windows.</td>
</tr>
<tr>
<td>Howard</td>
<td>(No safe emergency shelter area in this building.)</td>
</tr>
<tr>
<td>King Hall</td>
<td>Go to Library, Cordell Conference Room.</td>
</tr>
<tr>
<td>Lewis</td>
<td>Inner Halls and rooms without windows</td>
</tr>
<tr>
<td>Library</td>
<td>Bottom floor hall and Cordell Conference Room.</td>
</tr>
<tr>
<td>Music Bldg</td>
<td>Practice rooms and inner hall.</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>Internal offices without windows.</td>
</tr>
<tr>
<td>Red Hill</td>
<td>Offices and equipment rooms with no windows.</td>
</tr>
<tr>
<td>Student Center</td>
<td>SGA Office and Nickelodeon.</td>
</tr>
<tr>
<td>Tift Hall</td>
<td>Bottom floor offices, copy rooms (without windows) and closets under stairs.</td>
</tr>
<tr>
<td>Thrash Hall</td>
<td>Hall on bottom floor locker rooms.</td>
</tr>
<tr>
<td>Town Hall</td>
<td>Classroom in middle of building.</td>
</tr>
<tr>
<td>Weltner Hall</td>
<td>Building Closed</td>
</tr>
<tr>
<td>Yow</td>
<td>Hall by office and inner bathrooms by vending area.</td>
</tr>
<tr>
<td>Moultrie</td>
<td>Bottom floor distance learning room 103 or basement of courthouse annex building.</td>
</tr>
</tbody>
</table>
A4. **Campus Emergency Evacuation Assembly Points**

**Assembly Point 1 (Front lawn outside Tift Hall):**
- Weltner Hall – Building Closed
- Herring Hall
- Tift Hall
- Lewis Hall
- Driggers Lecture Hall – Chapel
- Health Sciences
- Bowen Hall
- Branch Student Center

**Assembly Point 2 (North parking lot outside Yow):**
- Ag Science
- King Hall
- Conger Hall
- Music Building
- Britt Hall
- Gray Hall
- Gaines Hall - Building Closed
- Yow Building

**Assembly Point 3 (Field by lake across from water tower):**
- Library
- Chambliss Building
- Horticulture Building
- Alumni House
- Golf Facility
- ABAC Place

**Assembly Point 4 (South parking lot on Davis Road):**
- Dining Hall
- Gressette Gym
- Swimming Pool
- Thrash Gym
- Howard Auditorium
- Comer Hall
- Evans Hall
- Plant Operations Warehouse
- Plant Operations Building
- Tennis Court

**Moultrie Assembly Point (Courthouse amphitheater):**
- All classrooms

*Note: These assembly points are to be used for most campus emergencies. In the case of a bomb threat or other special emergencies where the normal assembly point may not be appropriate, ABAC Police will advise where to assemble.*
B. IMMEDIATE EMERGENCY RESPONSE PROCEDURES

This section contains procedures to be followed during specific types of emergencies. These procedures should always be followed in sequence, unless conditions dictate otherwise. Also, general guidelines are provided for procedures that may be required depending on the type and degree of emergency.

Definition of Emergency and Disaster

The following definitions of an emergency are provided as guidelines to assist personnel in determining the appropriate response:

- **EMERGENCY**: Any incident, potential or actual, which affects an entire building or buildings, or human life or well-being, and which will disrupt the overall operation of the College. Outside emergency services will probably be required from the College Administration during times of crisis. Report all emergencies to ABAC Police Department at 391-5060.

- **DISASTER**: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control the situation effectively. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center will be activated, and the appropriate support and operations plans will be executed.

- **PUBLIC RELATIONS INCIDENT**: Any incident which has the potential for adverse publicity concerning campus resources and/or operations of the College should be promptly reported to the Public Information Coordinator in the Office of Public Relations at 391-5055.

Types of Emergencies

Although not all of the below listed emergencies necessarily warrant a state of emergency to be declared, guidelines and safe practices concerning the following situations are included in this section of the Emergency Response Plan:

- Emergency Evacuation
- Bomb Threat
- Chemical Spill, Radiation Leak, HazMat Situation, Suspicious Parcels
- Demonstrations or Civil Disturbances
- Explosion, Aircraft Down On Campus
- Earthquake
- Fire
- Flood
- Hostage Taking
- Hurricane
- Medical and First Aid
- Nuclear Attack
- Psychological Crisis
- Terrorism
- Utility Failure
- Violent or Criminal Behavior
- Weather – Inclement
- Weather – Severe, Tornado
B1. Emergency Evacuation

B1.1 Preparation

Departmental Emergency Coordinators are responsible for instructing their personnel on the emergency evacuation routes for their areas. Evacuation routes should be posted in visible areas near exits. At the beginning of each semester, faculty is encouraged to instruct students about the location of the emergency evacuation routes for their particular room and designation of an assembly point outside of the building.

B1.2 Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by ABAC Police personnel or the Departmental Emergency Coordinator.
- When the building alarm is activated, leave by way of 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 FOR POWER LOSS.
- Once outside, proceed to a clear area that is at least 1500 feet (500 yards) away from affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your assembly points.
- DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY THE ASSIGNED DEPARTMENTAL EMERGENCY COORDINATOR.

IMPORTANT: During any evacuation, unless ABAC Police advises otherwise, report to your designated area assembly point. Stay there until an accurate headcount is taken. The Departmental Emergency Coordinator will take attendance and assist in the accounting of personnel.

B1.3 Campus Area Evacuation

- Evacuation of all or part of the campus grounds will be announced by ABAC Police Department.
- All persons are to vacate immediately the area in question and move to another part of the campus grounds as directed.
- Departmental Emergency Coordinators are responsible for arranging assistance to handicapped persons.

NOTE: Stay in the area until permission to return to the building is given.

B2. Bomb Threat

If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area immediately and call ABAC Police Department at 391-5060.

Any person receiving a phone call bomb threat should attempt to ask the caller the following questions:
- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- What is your name?
Keep talking to the caller as long possible and record the following:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of caller
- Background noise

Report the incident immediately to ABAC Police Department at 391-5060. The Senior Supervisor on-duty will notify the Vice-President of Fiscal and Physical Affairs and the Director of Public Safety.

A decision will be made by the Building Supervisor and Vice-President of Fiscal and Physical Affairs, after consulting the Senior Supervisor on duty and, if possible, the Director of Public Safety as to whether or not the building or area will be evacuated.

**EVACUATION NOT ORDERED** - ABAC Police, in concert with employees in the affected area, may conduct a covert search. Employees will be asked to discreetly check their immediate work areas for any suspicious packages, devices, etc.

**EVACUATION ORDERED** - ABAC Police personnel will conduct an evacuation of the area. ABAC Police personnel in conjunction with local agencies will conduct a search of the area to look for suspicious packages or devices. Should such an item be located, initiate the emergency response as listed below.

**Searching for a Bomb**

- It should be remembered the best people to search are other employees familiar with the area. They are more aware of items that are out of place or alien to the location.
- The ideal team is two; one employee and one responding officer.
- Actions by those participating in the search should be well planned. Methodically search each room starting from front of building to back.
- Once inside a room, split up each half of the room by person and start from lower baseboard on up to the ceiling. Be consistent in search method.
- There should be no undue movement, bumping, or shaking of items.
- A bomb can be any shape, size, or color.
- If a suspected bomb is found in an occupied building, evacuate the building.

**BOMB/SUSPICIOUS DEVICE/PACKAGE LOCATED**

If not already done so, ABAC Police will order the immediate evacuation of the area and identify a telephone in the immediate area to establish a communications center. TWO-WAY RADIOS WILL NOT BE USED WITHIN 1000 FEET OF THE SUSPECTED DEVICE! The President and Campus Emergency Response Team members will be contacted immediately. ABAC Police personnel will contact the Explosive Ordinance Disposal Team at the GBI Bomb Disposal Team or through the Georgia Emergency Management Agency.
ABAC Police - Department

Bomb Threat Report Form

(It is recommended that a copy of this form be kept readily available to telephone operators and to all those who commonly receive large volumes of incoming telephone calls.)

THREATENING PHONE CALL:

Time call received:_____________ Date:___________ Campus:__________

Person Receiving Call:_________________________ Dept:_____________

Telephone number call was received on:_______________________

Exact words of person making the call:

QUESTIONS TO ASK:

(Any person receiving a phone call bomb threat should keep talking to the caller as long possible and attempt to ask the caller the following questions.)

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

What is your name?

Are you a student?

CALL OBSERVATIONS:

Was caller’s voice male or female?

Approximate age of caller?

Speech pattern, tone or accent of caller?

Emotional state of caller?

Background noise heard during call?

Report the incident immediately to ABAC Police @ 391-5060. The Senior Supervisor on-duty will notify the Emergency Director and the Emergency Coordinator.
B3. **Chemical Spill, Radiation Leak, HazMat Situation, Suspicious Parcels**

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

- Any spillage of a hazardous chemical or radioactive material will be reported immediately to the ABAC Police Department at 391-5060.
- When reporting, be specific about the material involved and approximate quantities. The Senior Supervisor on duty will contact the Director of Public Safety (or Assistant Director of Public Safety as alternate) and will initiate contact with the appropriate hazardous material response team to clean-up the spill.
- The key person on site should vacate the affected areas at once and seal it off to prevent further contamination of other areas until the arrival of ABAC Police Department personnel. **AT NO TIME SHOULD SOMEONE RE-ENTER AN AREA THAT HAS ALREADY BEEN EVACUATED.**
- 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.

**B3.1 Mail Screening Checklist**

Staff responsible for incoming mail should maintain an awareness of the possibility of anthrax threat letters and/or suspicious parcels. This checklist outlines common features of anthrax threat letters and other suspicious parcels.

- The parcel is unexpected or is from someone unfamiliar to you.
- No return address or the return address can’t be verified as legitimate.
- The parcel is addressed to someone no longer with the office or department.
- Excessive postage.
- Hand written or poorly typed addresses.
- Misspelling of common words.
- Restrictive markings such as “Confidential”, “Personal”, etc.
- Excessive weight oddly shaped, lopsided.
- The parcel has protruding wires, strange odors, or stains.
- The parcel emits or contains a powdery substance.

**IF YOU RECEIVE A LETTER OR NOTE THREATENING ANTHRAX CONTAMINATION OR IF YOU DETECT A SUSPICIOUS PARCEL, RELAX AND REMAIN CALM:**

- Although any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a HOAX.
- If the suspected biological agent is reported as Anthrax, be assured that it is NOT contagious, and that treatment is readily available.

**WHAT SHOULD YOU DO**

- If it is a letter that you have opened, set it down gently at the location where you first opened it. If possible, place the envelope or package in a plastic bag or some other type of container to prevent leakage of the contents. If a container is not available, then cover the envelope or package with anything (clothing, paper, trashcan, etc.) and do not remove this cover.
- Close the door to the office or section off the area to prevent others from entering. Move to an area that will minimize your exposure to others. Avoid contact with others, when possible, and remain in the area. Wash your hands with soap and water to prevent spreading any powder to your face. ABAC Police and Health responders will come to you.
- Make a list of all people who were in the room/area or have since entered the area where the suspicious letter or parcel was recognized.
- If it is a note that you happen to find, LEAVE IT ALONE.
Advise a coworker in the immediate area what has happened and ask them to call ABAC Police at 391-5060 or “911” from any campus phone.

- Do not allow others into the area. If anyone enters, they should stay until instructed to leave by ABAC Police or Health responders.
- Remain calm. Exposure does not mean that you will become sick. Public Health responders will provide specific information and instructions about the symptoms and effective treatment to prevent illness.

**WHAT YOU SHOULD NOT DO**

- Do not pass the letter or note to others to look at.
- Do not disturb any contents in the letter or note. Handling the letter may spread the substance inside and increase chances of it getting into the air.
- Do not ignore the threat. It must be treated as real until properly evaluated.

ABAC Police suggests that all “junk mail” not be opened and be trashed. If you are not aware of whom the sender of your mail is, do not open it.

**IF YOU RECEIVE A THREAT BY TELEPHONE**

**WHAT YOU SHOULD DO**

- Call ABAC Police at 391-5060 or “911” from any campus phone.
- Remain calm. Similar threats have proven false and this is likely to be a hoax as well.
- Listen carefully to the caller so you can recall the details later. Listen for background noises. Note the characteristics of the caller’s voice. Review the GBI Bomb Threat caller sheet which was provided to every office and is located in the ABAC Emergency Plan.

**WHAT YOU SHOULD NOT DO**

- Do not ignore the threat. It must be treated as real until properly evaluated.
- Do not argue with or antagonize the caller.

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**B4. Civil Disturbance or Demonstration**

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. Demonstrations will be conducted at the Free Speech area located in back of Lewis Hall. Demonstrations will not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- INTERFERENCE with normal operations of the College.
- PREVENTION of access to offices, buildings, or other College facilities.
- THREAT of physical harm to persons or damage to College facilities.

If any of these conditions exist, immediately contact ABAC Police at 391-5060. ABAC Police will notify the President or Appointee. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

**B4.1 Peaceful, Non-Obstructive Demonstration**

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.

If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- Arrangements will be made by the College Emergency Coordinator to monitor the situation during non-business hours, OR;
- Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (See Section B4.2).
B4.2 Non-Violent, Disruptive Demonstration

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:
- Demonstrators will be asked to terminate the disruptive activity by the President or designee.
- The President or designee will, if deemed appropriate, have a photographer with them to document the proceedings.
- Key College personnel and student leaders will be asked by the President or designee to go to the areas and persuade the demonstrators to desist.
- If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by ABAC Police. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- Efforts should be made to secure positive identification (including photographs if deemed advisable) of demonstrators in violation to facilitate later testimony.
- After consultation with the President, the Vice-President of Student and Enrollment Services, Vice-President of Fiscal and Physical Affairs and Director of Public Safety the decision to remove the demonstrators will be determined.
- If a decision is made to remove individuals, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

B4.3 Violent Demonstration

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the Vice-President of Fiscal and Physical Affairs will be notified immediately:

During regular office hours:
- The Vice-President of Fiscal and Physical Affairs and appropriate ABAC Police personnel will be summoned to the scene.
- The Director of Public Relations will be notified and will arrange for a photographer to document the disruptive behavior.
- The Vice-President of Fiscal and Physical Affairs will notify the President and other appropriate College personnel.
- ABAC Police will provide sufficient personnel to contain the demonstrators. Should an insufficient number of personnel be available, the Director of Public Safety or designee will request back-up officers from the local agencies as needed.

After regular office hours:
- ABAC Police will be notified immediately of the disturbance.
- ABAC Police will investigate the disruption and report findings to the Vice-President of Fiscal and Physical Affairs.
- The Vice-President of Fiscal and Physical Affairs will:
  - Notify the President.
  - Notify the Director of Public Relations.
  - Notify all other appropriate College personnel.

NOTE: The Director of Public Safety or Senior Public Safety Supervisor on-duty may order intervention without counsel from others if it is deemed to be of paramount importance to the safety and security of persons and/or property.
B5. **Earthquake**

During an earthquake, remain calm and quickly follow 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. **CAUTION:** Always avoid power or utility lines as they may be energized.
- 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.
- After the initial shock, evaluate the situation and if emergency help is necessary, call ABAC Police Department at 391-5060. Protect yourself at all times and be prepared for after-shocks.
- Damaged facilities should be reported to Plant Operations by ABAC Police. **NOTE:** Gas leaks and power failures after earthquakes can create specific additional hazards.

If an emergency exists, activate the building alarm. **CAUTION:** THE BUILDING ALARM RINGS LOCALLY INSIDE THE BUILDING - YOU MUST REPORT THE EMERGENCY TO CAMPUS POLICE BY TELEPHONE/CALL BOX.

B6. **Explosion**

In the event a disaster occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
- After effects of the explosion and/or fire have subsided, notify ABAC Police at 391-5060. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm. **CAUTION:** THE BUILDING ALARM RINGS ONLY LOCALLY INSIDE THE BUILDING - YOU MUST REPORT THE EMERGENCY TO ABAC POLICE BY TELEPHONE OR CALL BOX AT 391-5060.
- When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest exit and ask others to do the same.
- **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC OR CREATE PANIC IN OTHERS.**
- Once outside, move to a clear area that is at least **500 yards** away from the affected building. Keep streets and walkways clear for emergency vehicles and crew. Know your assembly points (See Section A4).
- If requested, assist Emergency crews as necessary.
- A campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
- **DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Building Coordinator.**
B7. **Fire**

All incidents of unintentional/non-control burn fires will be reported to ABAC Police at 391-5060 immediately whether Fire Department Response is required or not. **All Department Heads, Deans, Supervisors, etc., 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, the location of fire exit windows, etc. Also, do not use elevators in the event of a fire.

**In the event of a fire:**
- If an emergency exists, activate the building alarm and contact ABAC Police at 391-5060.
- If a minor fire appears controllable, IMMEDIATELY contact, or direct someone in the area, to contact ABAC Police at 391-5060. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- On large fires that do not appear controllable, IMMEDIATELY activate the building alarm and contact, or direct someone to contact, ABAC Police at 391-5060. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. **DO NOT LOCK THE DOORS!**
- 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.
- If trapped on a second story or higher, hang an article of clothing out the window to signal ABAC Police personnel. Anyone trapped in the room should remain close to the floor to avoid smoke.
- During the evacuation, direct crowds away from fire hydrants, road ways, 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 ABAC POLICE PERSONNEL OR FIRE DEPARTMENT PERSONNEL.**

**ABAC Police Department Supervisor:**
- The ABAC Police Department Supervisor on duty may order personnel to enter and search the building if person(s) are suspected to be inside the building dependent upon, but not limited to the following factors:
  - Response time and availability of properly equipped fire department personnel.
  - Extent of fire engagement to the building.
  - To assist fire fighters in locating/operating elevators, etc.
- The ABAC Police Department Supervisor on duty will contact the Fire Commander upon arrival and provide assistance as requested.
- ABAC Police will respond and provide crowd control and assist as directed.

B8. **Flood**

**Definition**
A flood is a body of water overflowing land. Localized flooding can also occur from a burst water pipe and is the most likely, of these two types of flooding, to occur.

**Causes**
- Nature (heavy rains, thaws, hurricanes, etc.)
- Rising water levels in nearby lakes, streams and rivers
- Leaks in roof
- Leaks in water cooling system
- Use of sprinkler system
- Water used to fight fires
- Plumbing problems
- Overflowing rains
- Dam collapse
Prevention

Provide plastic equipment covers for the computers and all other electrical equipment.
Install drains.
Install water sensors under the raised computer floor pumps.
Check drains and pumps periodically to ensure they are in working order.
Maintain list of plumbers, roofing contractors, drainage experts, water sprinkler engineers, etc.
Provide emergency power and lighting.
Ensure that no water pipes, other than those for the sprinkler system, are adjacent to computer room.
Investigate flood insurance.
Assign priority and responsibility for all items to be moved.

Prevention of Death or Injury

Because of the high voltages in electrical rooms, the risk of electrocution is very high. Make sure that employees are trained to shut off the power upon notification of a flood. In addition to the obvious danger of drowning, electrical fires can also be a hazard further complicated by the presence of oil and gasoline in the water. Since a flood is often followed by a shortage or contamination of local water supplies, epidemics are also a threat.

Procedures Checklist

- Determine source and cause of water.
- Turn off power.
- Turn on emergency power and lighting.
- Attempt to stop flooding. (Be familiar with the water shut off valve locations.)
- Inform Emergency Response Coordinator.
- Enact evacuation procedures, if necessary.
- Operate pumps.
- Remove priority items from area.
- Cover equipment and records.
- Shut off sprinkler system.
- Call plumbers, roofing contractors, drainage experts, water sprinkler engineers, fire department, etc., as required.
- Check electrical connections before restoring power.

B9. Hostage Taking

Definition
Terrorists feel that human lives must be endangered in order for their demands to be met. In a recent study of over 230 incidents of hostage taking, 90% of all victims were released alive.

Prevention
Hostage takers usually "stake out" a location before making an attempt, so:
- Report suspicious activities to police.
- Maintain communications with security.
- Avoid routines.

Prevention of Death or Injury
Employees must be trained to remain calm and not attempt "heroic" actions.

Procedures Checklist
- Remain calm.
- Follow instructions.
- Avoid arguments.
- Appear sympathetic with kidnapper's views.
- Most kidnappers are intelligent; do not attempt to fool them if there is even the slightest chance they will see through you.
- Show gratitude for:
  - food
  - comfort
  - hygiene
Collect information:

- tire sounds
- terrain features
- outside noises
- distinctive odors
- distinguish voices
- differences in motors
- names
- descriptions

**B10. Hurricanes**

**Definition**

Hurricanes consist of high-velocity winds blowing circularly around a low pressure center, known as the eye of the storm. Wind speed can be as high as 155 mph in a Category 5 hurricane. The eye is a region of relative calm and possibly even clear skies that can fool you into believing that the storm is over. One of the most destructive aspects of hurricanes is caused by high winds from one direction followed by a short period of calm, and then high winds from the opposite direction.

**Causes**

Most hurricanes originate within a narrow equatorial belt known as the doldrums. The doldrums lie between the northeast and southeast trade winds in the West Indian region, including the Caribbean Sea and the Gulf of Mexico.

**Prevention**

There is no way to prevent a hurricane. However, unlike tornadoes, hurricanes generally build up slowly, giving the weather services more time to track and predict its path. Fortunately, there are usually several days of advance warning before hurricane strikes which provides more time for preparation and thus minimizes loss of life. However, property damage can be very severe.

**Prevention of Death or Injury**

If the possibility of a hurricane is not immediate, standard evacuation procedures should be followed, except that employees should be sent home or to the nearest storm shelter. If employees are caught outside, they should seek shelter immediately so as not to be hit by debris.

**Procedures Checklist**

Notify Emergency Management Team Leader, who will:

- obtain current weather conditions through local radio and television reports
- and determine what type of evacuation procedures should be followed (immediate or impending).
- evacuate employees to nearby interior rooms away from outside walls and windows.
- follow the fire and flood prevention procedures, before leaving the area, if there is sufficient time.

**B11. Medical and First Aid**

In case of serious injury or illness, the immediate concern is to obtain aid for the injured or sick person. Any injury or illness should be reported immediately to the ABAC Police Department. Coordination of emergency services can then be done from our office.

In extreme emergencies that are CLEARLY life threatening, have someone dial 911 and directly report the emergency to Tift County 911 to start emergency services on the way to the campus. Subsequent to that call, IMMEDIATELY inform ABAC Police at 391-5060 that you have done so.
Whenever calling for medical assistance, the following information is necessary. This information is vital in sending the appropriate medical response units.

- Is the person breathing?
- Is the person bleeding?
- Is the person conscious?
- What is the nature of the injury or illness?
- Your **EXACT** location including building, floor and office number.

Upon report, ABAC Police will:

- Dispatch an officer to the scene to evaluate the situation and render whatever aid the officer can.
- If necessary, call Tift County 911 for medical treatment or notify the ABAC Student Health Center
- Notify appropriate ABAC administrative personnel (listed in Section A1).
- In all cases of serious injury or illness of a student or private citizen, the College's first responsibility is to the injured or sick party until this responsibility can be transferred to either a certified EMT or doctor.
- ABAC Police Officers as well as all other ABAC employees are prohibited from transferring any injured individual to any hospital or medical facility.

**B12. Nuclear Attack**

Campuses should be prepared to meet the emergency, know what action to take, and act immediately.

The shelter program is complemented by the existing warning and communications network. The National Warning System (NAWAS) is a nationwide network of warning stations which can immediately alert the nation to nuclear threat. At Abraham Baldwin Agricultural College, there is a warning station on top of the Student Center. In peacetime, the network is used to pass local emergency information and severe weather information by the National Weather Service. In addition, the warning system includes a network of civil defense sirens located throughout Tift County. These sirens, when sounded in a wavering pattern for three to five minutes, indicate that nuclear attack is imminent and immediate shelter should be sought.

From a nuclear detonation, the greatest threat by far is the effects of nuclear radiation. This radiation is most hazardous during the first 24 hours and fallout shelter protection for up to two weeks is absolutely necessary for survival. Three elements will affect the amount of radiation received at each campus.

- The distance from the burst
- The length of time elapsed since the burst occurred
- The thickness/mass of materials between you and the radiation hazard

Not only should the College staff be prepared to manage the students, but the likelihood of neighborhood survivors seeking shelter at the campus is a distinct possibility. The best shelter is to be found below ground in those areas offering the least exposure to outdoors. In addition, interior hallways and rooms, preferably without windows, will offer a degree of protection from the radiation hazard. Radioactive materials will fall to earth and come to rest on the building roof and the ground surrounding the building.

The thickness and density of the materials between those persons being sheltered and the outside radioactive hazard will have a distinct effect upon reducing the level of exposure. Emergency information on radioactive hazards and survivor actions will be broadcast over radio/television. The conditions will evolve at each campus and should be reported on a recurring basis to the headquarters of the Civil Defense Communications Section for subsequent appropriate action.
B13. Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic breakdown. A psychotic breakdown may be manifested by hallucinations and uncontrollable behavior.

If a psychological crisis occurs:
- Never try to handle a situation you feel is dangerous on your own.
- Notify ABAC Police of the situation at 391-5060. In extreme medical emergencies, dial 911 first and then notify ABAC Police.
- Clearly state that you need immediate assistance and describe the situation.
- Give your name, location, and the area involved.

B14. Terrorism

Definition
The physical attack upon campus personnel or facilities with the design or potential to cripple normal operations.

Causes
Participation of factions on the campus in a political or controversial cause.

Prevention of Death or Injury
Campus personnel should be instructed to remain calm, and not to attempt any "heroic" actions.

Procedures Checklist
- Contact ABAC Police @ (391-5060).

B15. Utility Failure

- In the event of a major utility failure occurring during regular working hours (8:00 a.m. to 5:00 p.m., Monday through Friday), immediately notify your campus Plant Operations Office.
- If there is a potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify ABAC Police at 391-5060.
- If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS. You must report the emergency by phone.
- All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that the elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.
- If requested, assist the emergency crews as necessary.
- A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

ADDITIONAL INFORMATION AND PROCEDURES

ELECTRICAL / LIGHT FAILURE
At present, some campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is advisable to have a flashlight and portable radio available for emergencies.

ELEVATOR FAILURE
If you are trapped in the elevator, use the emergency phone to contact ABAC Police at 391-5060. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal for help.
PLUMBING FAILURE / FLOODING
Cease using all electrical equipment. Notify Plant Operations. If necessary, vacate the area.

SERIOUS GAS LEAK
Cease all operations. **DO NOT SMOK, LIGHT A MATCH OR LIGHTER, OR SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER ELECTRICAL ARCING CAN TRIGGER AN EXPLOSION!** Notify ABAC Police at 391-5060 and Plant Operations IMMEDIATELY.

VENTILATION PROBLEM / SMOKE ODOR
If smoke odors come from the ventilation system, immediately notify ABAC Police at 391-5060 or Plant Operations. If necessary, cease all operations and vacate the area.

B16. Violent or Criminal Behavior
In the event of hostile/violent behavior ABAC Police will coordinate a police response. The Department employs certified police officers and personnel have been trained to respond to hostile/violent actions. Immediately contact ABAC Police at 391-5060 if hostile or violent behavior, actual or potential, is witnessed.

- Initiate immediate contact of the ABAC Police at 391-5060 to ensure that a timely response is begun before a situation becomes uncontrollable.
- Leave the immediate area whenever possible and direct others to do so.

Should gunfire or explosives hazard the campus, you should take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect.

In the event that you are taken hostage:
- Be patient. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally unbalanced. Don't make mistakes which could jeopardize your well-being.
- Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected, severe mood swings, irrational actions, etc. Displaying a certain amount of fear can possibly work to your advantage.
- Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.
- Be observant; when you are released, the personal safety of others may depend on what you remember about the situation.

B17. Weather - Inclement
Snow, ice, flooding, or other such weather-related conditions 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 follow steps will be followed:

After-Hours Inclement Weather
ABAC Police will monitor the National Weather Service broadcasts, local reports, and/or contact the Department of Transportation Road Condition office in order to keep apprised of the current atmospheric conditions.

- The Vice-President of Fiscal and Physical Affairs will consult with appropriate local and College officials. At approximately 5:30 a.m. to 6:00 a.m., the Vice-President will contact the President and relay the information. The President will make a decision at that time based on weather reports about closing or delaying the opening of the College. (The Vice-President for Student and Enrollment Services will serve as the back-up contact person for the Vice-President of Fiscal and Physical Affairs.)
The Vice-President of Fiscal and Physical Affairs will contact the Director of Public Safety regarding the President’s decision to close, not to close, or to delay the opening of the College.

The Vice-President for Fiscal and Physical Affairs will contact the Director of Public Relations regarding the President’s decision to close, not to close, or to delay the opening of the College.

The Director of Public Relations contacts all area radio and television stations with the following message:

Abraham Baldwin Agricultural College will be/is is closed. All day classes and programs of the College have been canceled.

OR

Abraham Baldwin Agricultural College will open at (specified time).

ABAC Police will initiate steps to secure the campus, preventing entry to the main entrances under hazardous conditions and start the Emergency Command Post to monitor weather, news, road condition reports, and maintain communications with the Director of Public Safety and Campus Emergency Response Team members.

Inclement Weather notification messages will be posted on the ABAC web main page and on the ABAC Inclement Weather and Emergency Information voice mailbox (391-5225).

If the college’s web site is unavailable, the USG OIT Emergency Web Services will be requested. Instructions for requesting this emergency service are available in Appendix D6. Jimmy Harper, Amy Willis, or Mike Williams can request the service.

Business Hours Inclement Weather

The Vice-President of Fiscal and Physical Affairs will consult with appropriate local and College officials. The Vice-President of Fiscal and Physical Affairs will contact the President and relay the information. The President will make a decision at that time based on weather reports about whether or not to close the College due to inclement weather. (The Vice-President for Student and Enrollment Services will serve as the back-up contact person for the Vice-President of Fiscal and Physical Affairs.)

The Vice-President for Fiscal and Physical Affairs will contact the Director of Public Safety regarding the President’s decision to close or not to close the College.

The President will contact the Director of Public Relations regarding the decision to close, not to close, the College.

The Director of Public Relations contacts all area radio and television stations with the following message:

Abraham Baldwin Agricultural College is closed. All remaining day and/or evening classes and programs of the College have been canceled.

ABAC Police will initiate steps to secure the campus, preventing entry to the main entrances under hazardous conditions and start the Emergency Command Post to monitor weather, news, road condition reports, and maintain communications with the Director of Public Safety and Campus Emergency Response Team members.

Inclement Weather notification messages will be posted on the ABAC web main page and on the ABAC Inclement Weather and Emergency Information voice mailbox (391-5225).

If the college’s web site is unavailable, the USG OIT Emergency Web Services will be requested. Instructions for requesting this emergency service are available in Appendix D6. Jimmy Harper, Amy Willis, or Mike Williams can request the service.
B18. **Weather – Severe, Tornado**

The primary context of this plan is for severe weather catastrophes. However, the basic emergency procedure is adaptable to other listed occurrences.

**Concept of Operations**

ABAC Police will monitor the National Weather Service radio and will initiate notifications when severe weather bulletins are issued for the immediate area:

Tornado/Thunderstorm/Wind Watch- indicates that atmospheric conditions are conducive for the development of the stated warning. Normal operations will continue. Employees should keep a close eye on changing weather conditions and be prepared to take action 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, ABAC Police will first sound the campus emergency siren and will then issue notification through telephone communications to the Campus Emergency Response Team members. If necessary, ABAC Police may also issue verbal instructions through the campus emergency siren PA system.

**Action**

Hazardous weather conditions can develop in seconds and will not allow for formal means of communication. In the event that the campus emergency siren sounds or an employee feels that weather is immediately threatening, they should initiate the following actions:

TAKE COVER: Instruct students, employees, and others in the immediate area to 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 that position until the severe weather passes.

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 SEVERE WEATHER PASSES.