

# WOODSTOCK CAMPUS

## EMERGENCY PREPAREDNESS GUIDE FOR EMERGENCY RESPONSE

### DEPARTMENT OF PUBLIC SAFETY

678-454-1813  
OR CELL 404-234-4300



*This Emergency Preparedness Guide serves as a quick reference for CTC personnel to allow for a timely response to prevent injury or damage to persons or property. This reference is not designed to replace any comprehensive plans or procedures that are in place. Please familiarize yourself with plans, policies, procedures which have been implemented and use this quick reference as a supplement for the purpose of quick notification of crisis response personnel. If the situation is critical, please dial 9-911 and speak to a public safety official.*

### EVACUATION

During an emergency situation, it may become necessary to evacuate CTC personnel to a safe location away from the college. Emergency staging areas for each campus will be designated by the Department of Public Safety along with emergency responders and will be announced during the time of evacuation.

#### PERSONNEL ACTIONS:

- The Department of Public Safety personnel will give the order to evacuate to an off campus staging areas.
- Department of Public Safety will coordinate the evacuation.
- Evacuating personnel need to check in with a Public Safety coordinator wearing an orange vest when arriving at the staging area.

### LOCK-DOWN

The college may need to initiate a lock down procedure to manage any number of serious situation such as. 1. trespass violation with a threat, 2. domestic violence, 3. hostage situation, and 4. suicide or threat.

Emergency codes are:

**Code Red** - Complete and immediate school lockdown. Lock yourself in nearest room. Get out of sight of doors and windows.

**Code Blue** - Precautionary school lockdown (perimeter/outside doors locked).

Normal class and office activities. Stay alert and prepared yourself for code change.

**Code Yellow** - No lockdown necessary. Use caution. Be aware of your surroundings.

#### LOCK DOWN PROCEDURE:

- Remain calm.
- All students will remain in the classroom. Faculty will close and lock their doors. (Move students away from windows and place furniture or heavy objects against the door to serve as a barricade if needed). Students in the hallway must go to the nearest classroom.
- Turn off equipment, bells, tones and other noises that would aid detection.
- Close the blinds and turn off the lights.
- The Department of Public Safety will lock all exits and check all classroom doors.
- The Department of Public Safety will assist first responders.
- Communication by radio, intercom and telephone should be limited to emergency use only.
- Wait for a signal from the Department of Public Safety or first responders before releasing students.

### ACCIDENTS AND MEDICAL EMERGENCIES

#### PERSONNEL ACTIONS:

- Call the Department of Public Safety office at one of the numbers listed above.
- Call 9-911 if the situation warrants immediate action.
- Give name, nature and severity of the problem and campus location of the victim to Department of Public Safety.
- Stay with the injured or ill until help arrives.

### BOMB THREAT\*

#### IF YOU RECEIVE A BOMB THREAT BY PHONE:

- Stay calm.
- Please complete Bomb Threat Report form placed near your telephone.
- Dictate date and time of the call.
- Keep the caller talking to collect as much information as possible.
- Signal someone close by to call the Department of Public Safety at one of the phone numbers listed above.
- Dial \*69 (caller ID) to try and trace the call.

#### PERSONNEL ACTIONS:

- If evacuation is ordered look for orange vested Department of Public Safety personnel for guidance to a safe area. Remain in that safe area until advised to return.

**REMAIN AT LEAST 1000 FEET AWAY FROM THE BUILDING.**

\* DURING EVACUATION PROCESS, PLEASE REFRAIN FROM USING TWO WAY RADIOS, CELL PHONES, AND OTHER ELECTRONIC DEVICES UNTIL DIRECTED BY ON-SITE OFFICIALS.

### FIRE AND SMOKE

#### PERSONNEL ACTIONS:

For small fires: direct the charge of the nearest fire extinguisher toward the base of the flame. Report the incident to the Department of Public Safety.

- For large fires: activate the nearest building alarm or call (9-911). If you are not near an alarm, notify the Department of Public Safety at one of the phone numbers listed above.
- If evacuation is ordered, look for orange vested Department of Public Safety personnel for guidance to a safe area. Remain in that safe area until advised to return.
- Trained personnel will assist all 2 story building evacuations and will have evacuation chairs.
- Assist all disabled persons.
- DO NOT use elevators during a fire emergency.

### SEVERE WEATHER

- During a severe weather WATCH, continue normal activities. The Department of Public Safety and college administrators will monitor conditions via weather radio/televisions. During a severe weather WARNING, the alarm system will be activated.

- An announcement will be made when to take cover.
- Another announcement will be made notifying personnel to return to normal activities.

#### PERSONNEL ACTIONS:

Instruct students, employees and visitors to go to weather safety areas (map posted in the classrooms and office areas) in the interior of the building away from windows and exterior doors. Assume a fetal position or curl up in a ball and place your hands over your head. Remain in the position until the all clear announcement has been made.

In the event of inclement weather conditions, please tune to the following radio and television stations and the college website at [www.ChattahoocheeTech.edu](http://www.ChattahoocheeTech.edu) for college closing announcements:

Fox 5 Atlanta-TV  
WSB –TV Channel 2  
WXIA 11 Alive-TV

CBS 46 Atlanta-TV  
WBHF 1450AM Cartersville-Radio  
WLJA 101.1FM Jasper-Radio



View electronically at [www.ChattahoocheeTech.edu/publicsafety](http://www.ChattahoocheeTech.edu/publicsafety)