EMERGENCY OPERATIONS PROCEDURES  
COFFEE CAMPUS  
QUICK REFERENCE

This digest is intended as a quick, classroom/lab reference for use in emergencies. Faculty, staff, and students should familiarize themselves with the Wiregrass Georgia Technical College Emergency Operations Plan to the maximum extent possible.

### FIRE
- Sound the fire alarm immediately and notify Police Officer, VP for Operations, Associate VPs, Coordinator of Evening Operations, or Administrator in Charge.
- Call 911 to notify the fire department. Provide important details about the nature of the emergency.
- Only attempt to extinguish small fires using the proper fire suppression equipment.
- Evacuate the building following the posted emergency escape routes.
- Move to an area that is a safe distance from the building.
- Students and staff will be notified by a member of the Emergency Operations Team* when it is safe to return to the building.

### INTRUDER/ACTIVE SHOOTER
**RUN**
- Escape, if possible.
- Call 911.

**HIDE**
- Lock and close the door.
- Turn off lights and silence cell phones.
- GET TO SAFE AREA.
- Remain quiet.
- Call 911.

**FIGHT**
- Last resort.
- Call 911.

### DEATH OR SERIOUS INJURY
- Call 911 if injury or illness is determined to be of a nature that requires a medical doctor.
- Contact the VP for Operations, Associate VPs, Coordinator of Evening Operations, Administrator in Charge, or Police Officer. Stay with the injured/sick person, if possible. Document all incidents and report to the Administrative Operations Coordinator.
- Determine injuries and provide first aid, if possible.
- If the injured person does not want an ambulance called, then respect their wishes. However, faculty and staff are not allowed to transport them to a medical facility by any means, including their personal vehicle or a state vehicle.

### SEVERE WEATHER
**TORNADO WATCH** - Staff notified, but no action necessary.
**TORNADO WARNING** - Tornado has been sighted, take shelter.
- Proceed to a tornado safe area following the posted Emergency Response Map.
- Assume a kneeling position with head down and hands covering the head.
- Teachers should close classroom doors after students have exited to the tornado safe areas.
- Students and staff should wait for an "all clear" signal from the Emergency Operations Team* before returning to their classroom or office.

**SEVERE THUNDERSTORM** - Upon notification of a violent thunderstorm, a spotter should be posted.
- Close all windows and blinds.
- Move away from glass/window areas during the storm.
- If a severe storm strikes the school, move to a tornado safe area and assume the kneeling, head down position.
- Stay in the head down position until the "all clear" signal is given by the Emergency Operations Team*.

### BOMB THREAT
- Normal evacuation procedures will be used unless special instructions regarding a change of procedures are announced. Evacuees should congregate at least 1,000' from college campus property, if possible.
- PORTABLE RADIOS AND CELLULAR PHONES MUST NOT BE USED AND MUST BE TURNED OFF DURING A BOMB THREAT INCIDENT.
- Phone threat - Obtain as many details as possible using the "Bomb Threat Checklist"; then call 911 to notify the police or fire department.
- Students will walk out of a designated exit in a quiet orderly manner. Each teacher should check the classroom and be the last individual to leave.
- Staff should be aware of unusual or suspicious boxes, packages, noises, devices, or disturbances in their classroom or in the hallway as they evacuate the building. Do not touch anything that looks suspicious. Report suspicious items to the Emergency Operations Team*.
- Teachers will take their class roster as they exit the classroom so they can account for their students. Any students unaccounted for should be reported to the VP for Operations, Associate VPs, Coordinator of Evening Operations, or the Administrator in Charge.
- Teachers will close windows and doors. Doors are to remain unlocked.
- Faculty, staff, and students will be notified by the Emergency Operations Team* when it is safe to return to the building.

### EMERGENCY PHONE NUMBERS

<table>
<thead>
<tr>
<th>Number</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>911</td>
<td>For Both Law Enforcement and Fire Protection</td>
</tr>
<tr>
<td>912-384-2222</td>
<td>Douglas Police Direct Contact Number</td>
</tr>
<tr>
<td>912-384-4227</td>
<td>Coffee County Sheriff Direct Contact Number</td>
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As soon as is reasonably possible and once conditions allow, contact the VP for Enrollment Management at 229-821-1840.

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*EMERGENCY OPERATIONS TEAM*

**DAY:**  
President & Executive Vice President  
VP for Operations or Associate VP(s) - Leader  
VP for Academic Affairs or Dean(s)  
Chief Information Officer  
Police Officer  
VP for Enrollment Management

**EVENING:**  
Evening Coordinator - Leader  
Police Officer

(See Emergency Operations Plan for complete list of team)