

ACTIVE SHOOTER

- If possible, exit the building immediately
- Call 911 and state your location on campus
- Do not hang up on the dispatcher
- If you cannot exit, then get out of the hallway immediately
- Get behind closed doors in a locked or barricaded room
- Stay away from windows
- Remain calm
- Follow all directions given to you by emergency personnel
- When exiting the building, keep your hands raised in front of you so that responding police see that you are not the shooter
- Do not attempt to confront the shooter, unless as a last resort action

SUSPICIOUS ACTIVITY

- Do not confront the person exhibiting the behavior
- Do not let anyone into a locked room or building
- Do not block a person's access to an exit
- Call 911 and state your location on campus
- Describe suspicious behavior by stating what you saw, where it happened, when it happened, why it is suspicious to you, and how you can be contacted for further information

POWER OUTAGE

- Remain calm and provide assistance to others if necessary
- Move cautiously to a lighted area
- Exits may be indicated by lighted signs if the emergency power is operating
- Turn off and unplug computers and other voltage-sensitive equipment
- Call 911 once you have moved to a safe location and state your location on campus

BOMB THREATS

- Remain calm
- Get as much information as possible from the caller
- Take notes about the call such as caller demeanor, tone of voice, or any other information that is pertinent
- Call 911 and state your location on campus

IMPORTANT NOTES

- **DO** make sure you are aware of anyone with disabilities in your immediate area
- **DO** know all of the exits closest to you in any building you enter
- **DO** keep a copy of this information readily available
- **DO** understand your roles and responsibilities during an incident
- **DO** make sure students/employees under your control are aware of emergency procedures and discuss these at the beginning of each semester
- **DON'T** speak to the media
- **DON'T** ever open doors that are hot to the touch
- **DO** avoid smoke in every emergency situation
- **DO** remain calm at all times

If you would like more information,
then contact LaGrange College;

601 Broad St.
LaGrange Ga. 30240
880-8000
www.lagrange.edu

WHAT TO DO IN AN EMERGENCY



QUICK REFERENCE GUIDE

LaGrange College

EMERGENCY 911
NON-EMERGENCY (706)880.8911

WEBSITE www.lagrange.edu

MEDICAL EMERGENCIES

Please remember to use personal protective equipment such as gloves and airway devices. For medical emergencies, perform the following actions within the scope of your abilities and training:

Heart Attack

- Check the scene for danger or hazards
- Check to see if the victim's airway is open, if he/she is breathing, and if he/she has a heartbeat
- Call, or have someone call, 911
- Locate an Automated External Defibrillator (AED), if immediately available
- Start CPR (if indicated) until person recovers, or instructed to stop

Burns

- Remove victim from source of burn
- Flush the area with large amounts of cool water (DO NOT USE ICE)
- Do not apply creams or lotions
- Call 911

Bleeding

- Use gloves or other personal protective gear
- Apply firm but gentle pressure to the wound with a clean cloth
- Immobilize the body part
- Call 911

FIRE

- Activate the nearest fire alarm pull station
- Call 911 and state your location on campus, exactly where the fire is located, and if there are any injuries
- Warn others to evacuate and help those needing assistance in the immediate area
- Contain the fire by closing doors as you leave
- Go to the nearest exit in the building
- Do not use elevators
- Do not re-enter the building until directed to do so by emergency personnel
- If it falls within the scope of your abilities and training, then deploy a fire extinguisher if immediately available

BUILDING EVACUATIONS

- When a fire alarm is activated the evacuation of the building is mandatory
- Know the evacuation routes in all of the buildings you frequent
- Do not use elevators
- Take personal belongings and weather-appropriate clothing
- If time permits, secure any hazardous materials or functioning equipment prior to leaving your area
- Go to the nearest emergency exit for the building
- Do not re-enter the building until you are directed to do so by emergency personnel

HAZARDOUS MATERIALS

For a hazardous materials spill, incident, or release for which assistance is required:

- If indoors, close the doors in order to isolate the area and move to a safe location
- Call 911 and state your location on campus
- Provide as much information as possible to the dispatcher, including the name and quantity of the material, the specific room number, and whether anyone is injured or exposed to the material
- Do not leave the safe area you are calling from as you may need to be decontaminated

VAPORS, FUMES, AND GAS LEAKS

If you detect natural gas, fumes, or vapors:

- Do not pull fire alarms
- Don't touch light switches or electrical equipment
- Call 911 and state your location on campus
- Clear the area immediately
- Provide as much information as possible to the dispatcher, including what the smell is, where it is coming from, and if there are any injuries

FLOODING

Flooding can occur due to major rainstorms, water main breaks, and other situations. In case of imminent or actual flooding:

- If you can do so safely, secure vital equipment, records, and hazardous materials
- Shut off non-essential electrical equipment
- Call 911 and state your location on campus
- Move all personnel to a safe area, away from the affected building
- Wait for instructions from Campus Security or Facilities employees
- Do not re-enter the building until you are directed to do so by emergency personnel

WEATHER EMERGENCIES

Severe storms, tornadoes, and hurricanes constitute weather emergencies. For weather emergencies:

- Go to the lowest level of the building you are in
- Seek shelter near the middle of the building you are in
- Stay away from windows
- Monitor local television, radio stations, and NOAA weather radio for announcements
- Monitor other media outlets such as internet and weather channels for information
- If caught outdoors, lie in a ditch, low-lying area, or crouch near a strong building if shelter is not available or if there is no time to get indoors

SUSPICIOUS PACKAGES

- Do not touch, open, or disturb the package or object
 - Leave the package on a desk or in an area where it can be monitored and left undisturbed
 - Notify your supervisor
 - Look for misspelled words, no return address, excessive postage, foreign country origination, poorly typed or written, protruding wires, oddly shaped, rigidity or bulkiness, strange odors, wrong title with name or addressed to title only, stains, and excessive tape or string
 - Do not use any wireless devices within 500 feet of the package or object
 - Call 911 and state your location on campus
 - Be Prepared to Evacuate
 - Meet with officers immediately upon arrival
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