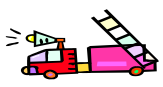
OCONEE FALL LINE TECHNICAL COLLEGE
SOUTH CAMPUS EMERGENCY PREPAREDNESS GUIDE

This Emergency Preparedness Guide serves as a quick reference for OFTC employees by providing a timely response plan to prevent injury or damage to persons or property. This guide is not designed to replace any current plans or procedures that are in place. Please familiarize yourself with those plans, policies, and procedures which have been implemented. Use this guide as a supplement for the purpose of quick notification for crisis response. In critical situations, **DIAL 911** and speak to a public safety official.

FIRE:



In building or on premises requiring evacuation.
Signals: Fire alarm sounds.
Action Steps:

1. One person pulls nearest fire alarm for ACTIVATION.
2. Follow posted Evacuation route to Designated Rally Point.
3. Safety team check restrooms/other areas for students/employees and assist physically challenged persons.
4. Keep fire lanes open around the buildings.
5. Instructors: Take class roster to account for all students. Report missing students to Security Office.
6. CALL 911 AND (478) 275-6589 to report a Fire.

FIRE EXTINGUISHER INSTRUCTIONS:

REMEMBER 'PASS'

- "P"- PULL safety pin from the handle
- "A"-AIM at the base of the fire.
- "S"-SQUEEZE– trigger handle (generally the top pushes down).
- "S"-SWEEP from side to side at the base of the fire.

FIRE DRILL PROCEDURES:

WHEN THE FIRE ALARM SOUNDS

1. Follow posted evacuation route to closest exit.
2. Last one out close doors in labs/classrooms.
3. Proceed to designated Rally Point with Instructor.
4. Remain at Rally Point until all clear signal is given.

DO NOT LEAVE THE CAMPUS

5. While evacuating building, no running, pushing, smoking, or loud talking. Move quickly and orderly.

SEVERE WEATHER

Severe Weather WATCH, continue with normal activities. Security and administrators monitor conditions Via weather radio/ television. A Severe Weather WARNING; campus alert system is activated. Administration alert to weather advisories to take appropriate measures for closing the campus.

TORNADO WATCH
Conditions exist in immediate area for tornadoes.
Alert Students and Employees to review posted Evacuation Map and location of tornado shelter areas.

TORNADO WARNING: Tornado sighted in immediate area; Campus Alert System is activated. Employees and students proceed immediately to closest shelter.
Remain in shelter until "ALL CLEAR" is announced. Employees and students return to resume normal activities.

ACCIDENTS AND MEDICAL EMERGENCIES:

- **Call EMS/ 911 and**
- **Campus Security at 478-275-6589**

Action Steps: Take the following actions:

1. Render First Aid but do not exceed your level of training.
2. Call or have someone call EMS and Campus Security. State nature of emergency; give location of building/room #.
3. First Aid Kits are located throughout the campus.
4. Contact Security Office and stay with the sick/injured.
5. Disperse the crowd, if possible.
6. Complete Incident form; return it to Security Office and Human Resource Office.

College personnel will not provide personal transportation.

LOCKDOWN PROTOCOL

Some emergency situations may require the campus to go into "**lockdown** mode" for the following:

- Someone with a weapon or shots being fired.
- A hostage situation.
- Civil Disturbance or a Riot has occurred.
- Any other reason deemed appropriate by the college.

Announcement made: EXECUTE LOCKDOWN
ALL faculty, staff, students, and campus visitors must follow instructions below:

- Students, faculty, staff ,and Campus Visitors in hallways, common areas, and/or any outside locations go to first available room or designated safe room.
- Instructors turn out lights, lock the rooms from the inside
- Windows located in the room close blinds or shades.
- The doorways are barricaded.
- Turn off equipment and other noises that would aid detection.
- Students sit on floor out of site of doors & windows. No noise.
- Take cover in case of a gunman.
- **OFTC Crisis Team** will be called into Action

President/designee will announce "ALL CLEAR" and College/Center will return to normal status.

BOMB OR BOMB THREAT

DEFINITION: A device that may or may not have exploded within the college buildings or on the premises.
DO NOT EVACUATE THE BUILDING UNTIL DIRECTED
STEPS OF ACTION :Record as many of the caller's exact words
BOMB THREAT CHECKLIST BELOW
Where is the bomb right now?_____
What does the bomb look like?_____
When is the bomb going to explode?____
What kind of bomb is it?_____
What will cause the bomb to explode?_____
Did you place the bomb?_____Why?_____
What is your name?_____
Caller's Voice: Calm__Nasal__Slurred___Well Spoken___
Incoherent___Soft___Angry___Whispered____Offensive words___
Read a message___Stutter___Loud___Accent___Taped___
Irrational___Excited__Lisp__Disguised___Slow__Cracking__
Raspy__Crying__Normal__
Signal someone to contact **CAMPUS SECURITY** 478/275-6589

EMERGENCY PHONE NUMBERS:

Dublin Campus Security office: 478-275-6589
LOIC: Security Office: 229-868-7857
Dublin City Police: 911, Laurens County Sheriff/EMS:911
Wheeler County Adult Education: Alamo City Police: 912-568-7053
Dodge County Adult Education: Eastman city Police:478-374-7788
Bleckley County Adult Education: Cochran City Police:478-934-4282
Wilkinson County Adult Education: Irwinton City Police: 478-946 2411; McIntyre City Police:478-946-5540
Telfair County Adult Education: EMS: 229-868-5671
McRae City Police: 229-868-6333, Helena City Police:229-868-6222

EMERGENCY MEDIA COVERAGE:

Radio:	Television Stations:
WQZY 95.9FM	WMAZ CHANNEL 13
WKKZ 92.7FM	W35BB TV 35
WXLI 1230AM	
WDXQ 96.7FM	
WUFF 97.5FM	
WYSC STAR 102.7FM	

WEB SITE: http//:www.oftc.edu