

Emergency Action Plan Summary

GC Public Safety 478-445-4400 or 911 for all campus emergencies



Tornado/Severe Weather - Monitor local media stations, NOAA weather radio, weather related internet sites, etc. if possible • Be prepared to take shelter on the lowest level of your building • Stay away from windows • Move to an interior hallway or room and assume a safe position low to the ground • Wait for an “all clear” notification prior to returning to your work area or classroom • If outdoors and shelter is not available or if there is no time to get indoors, lie in a ditch or low-lying area. Protect your head with your arms.



Medical Emergency - Call 478-445-4400 or 911 • Provide your name, location, number of people injured, and description of the medical emergency • Stay on the phone for instructions of what to do • Send someone to meet EMS and other responding emergency personnel.



Fire - Evacuate the building immediately • When the fire alarm is activated, evacuation is mandatory • Do not use the elevators • If within your immediate vicinity, take personal belongings with you (keys, purses, wallets, etc.) • Call 478-445-4400 or 911 • Follow directions given by your building’s emergency manager, fire department or the police • Help those needing assistance to move from the area • Do not re-enter the building until authorized to do so by emergency personnel.



Chemical Spill/Hazardous Materials Emergency - Call 478-445-4400 or 911 • Provide information on the type of chemicals (if known), size of the spill and possible exposures • Evacuate the area and the building based on instructions from emergency personnel • The evacuated area should remain evacuated until an “all clear” indication is given by the appropriate authorities • Do not leave the evacuation assembly area as decontamination may be necessary.



Armed Intruder - Call 478-445-4400 or 911 • In case of an immediate life-threatening incident, each individual should take whatever actions are necessary to protect his or her own life • If it is possible to flee the area safely and avoid danger, do so • If evacuation is impossible, lock and/or barricade all doors and secure yourself in a safe area, turn off the lights and silence your phone • Remain in place until an “all clear” is given via GC Alert or as directed by emergency personnel.



Psychological Crisis - If you are in distress and think that you may harm yourself or someone else, go to the hospital or call 478-445-4400 or 911 • If you come into contact with someone you think is a danger to themselves or others, call 478-445-4400 or 911 • For non-life threatening situations, contact GC Counseling Services at 478-445-5331.



Bomb Threat - If you receive a threat, keep calm and obtain as much information as possible: Where is the bomb? When will the bomb explode? What kind of bomb is it? What will cause it to explode? What does it look like? Who placed the bomb? Why did they place the bomb? Name and address of the person reporting the bomb? • Do not disconnect the line; have someone else use another phone to call 478-445-4400 or 911 • If found, do not touch or handle the suspicious package; move away and call 478-445-4400 or 911 • Do not use cellular phones or two-way radios near a suspicious package • Follow evacuation instructions from emergency personnel.

How Will You Be Notified of a Campus Emergency?

Various types of emergencies could affect GC campuses. GC Public Safety will notify the campus of emergencies and provide actions to take when necessary. The following are means in which emergency notifications may occur:

- The GC Alert mass notification system will be utilized for campus-wide critical incidents. For additional details and to update your emergency notification information, visit gcsu.edu/alert.
- The Outdoor Emergency Notification Systems includes outdoor sirens and public address systems that may be utilized for campus-wide critical incidents.
- Building notification systems that may be used to inform occupants of an emergency include NOAA weather radios, local radio and television stations, Alertus Desktop, fire alarms, and/or other building specific equipment.

Additional Contact Numbers

Facilities Assistance:	GC Facilities Operations	478-445-4279	Emergency after hours: 478-445-4400
Medical Assistance:	GC Student Health Services	478-445-5288	
Mental Health Assistance:	GC Counseling Services	478-445-5331	CARE Team: 478-445-7475

