

# W Building Emergency Plan

***This summary is for all occupants  
and users of W Building***

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# Campus Emergency Notifications

## Campus emergency notification systems

- Outdoor Warning System - siren with voice capability from roof of Building W, between Buildings A & D, and the baseball field
- RAVE - notification via cell phones (both voice and text) and email
- GGC Notifications - messaging through the website, GGC email, Twitter, Facebook

## Safety communications for your phone

- RAVE sign up <https://www.getrave.com/login/ggc>
- LiveSafe app – search for it at the app store
  - Features include panic button with GPS location, anonymous crime tip reporting and SafeWalk, as well as a handy reference tool of GGC specific emergency information and resources

# Emergency Contacts

**Public Safety**

**Emergencies: 678.407.5333 or 911**  
**Non-emergencies: 678.407.5333**

Emergency Position	Name	GGC Position	Phone
Emergency Coordinator	Tina Hildebrand	Education Program Specialist	678-407-5126
Sweep Team 2	Jason Gordon	Assistant Professor	843-810-0197
Sweep Team 2	Jessica Hamm	Assistant Professor	470-389-1374
Sweep Team 2	Cengiz Gunay	Assistant Professor	678-951-9621
Sweep Team 3	Donald Singer	Director	678-407-5220
Sweep Team 3	Rebecca Bowen	Admin Assistant III	678-407-5722
Sweep Team 3	Kristi McBride	Education Program Specialist	678-407-5144

## Evacuation

# Emergency Scenarios

### Used for:

- *Fire, bomb threat, suspicious package, or interior water/electrical hazard*
- *Significant chemical or biological spill*

### Actions:

- *Vacate building at the nearest exit (take personal items with you), then move toward the evacuation assembly area*
- *Report to your section/division director and contact Public Safety, x5333.*
- *Do not seek your own refuge, e.g., the bathroom or your office*
- *Await further instructions from emergency personnel*

## Shelter

### Used for:

- *Severe Weather (tornado, lightning storm)*
- *Active shooter on campus but not inside W Building (Hard Lockdown)*

### Actions:

- *Remain inside the building*
- *In the event of severe weather, move to the severe weather shelters (Ground floor hallways away from glass doors and ground floor interior rooms). Await further instructions from RAVE communication or emergency personnel.*
- *In the event of an active shooter on campus but not inside W Building, shelter behind a closed (preferably locked) door and await further instructions from RAVE communication or emergency personnel.*
- *Stay away from common areas such as the hallways and bathrooms.*

## Active Shooter in W Building

### Used for:

- *Active shooter inside W Building*

### Actions:

- *Response Options: Run/Escape, Hide/Barricade, or Fight Back as a last resort*
- *Exercise your best judgment to assess your courses of action*
- *Consider exiting the building through a window or exterior door*
- *Consider barricading yourself in your office or classroom*

# **Guidelines for People with Permanent or Temporary Disabilities**

**Whether a permanent disability, such as arthritis or asthma, or temporary, such as a broken leg or pregnancy, your co-workers may need assistance evacuating in the event of an emergency.**

**Become familiar with alternate evacuation routes in buildings you use frequently.**

**Consider various disaster scenarios and decide ahead of time what you would do in different emergencies.**

**If you have an impairment, arrange for volunteers (co-workers) to alert you and assist you in an emergency - the “buddy system”. Once accomplished, alert your Emergency Coordinator to your buddy plan.**

**If you have a mobility impairment and cannot exit, (1) move to a safer area, e.g.,**

- Most enclosed stairwells**
  - An office with the door shut which is a good distance from the hazard**
- and (2) call for assistance.**

**If you come in contact with a person needing support during an emergency, please assist in any way possible within the limits of your ability and desire.**

**Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person. Communicate in writing if required.**



# FLOOR 1

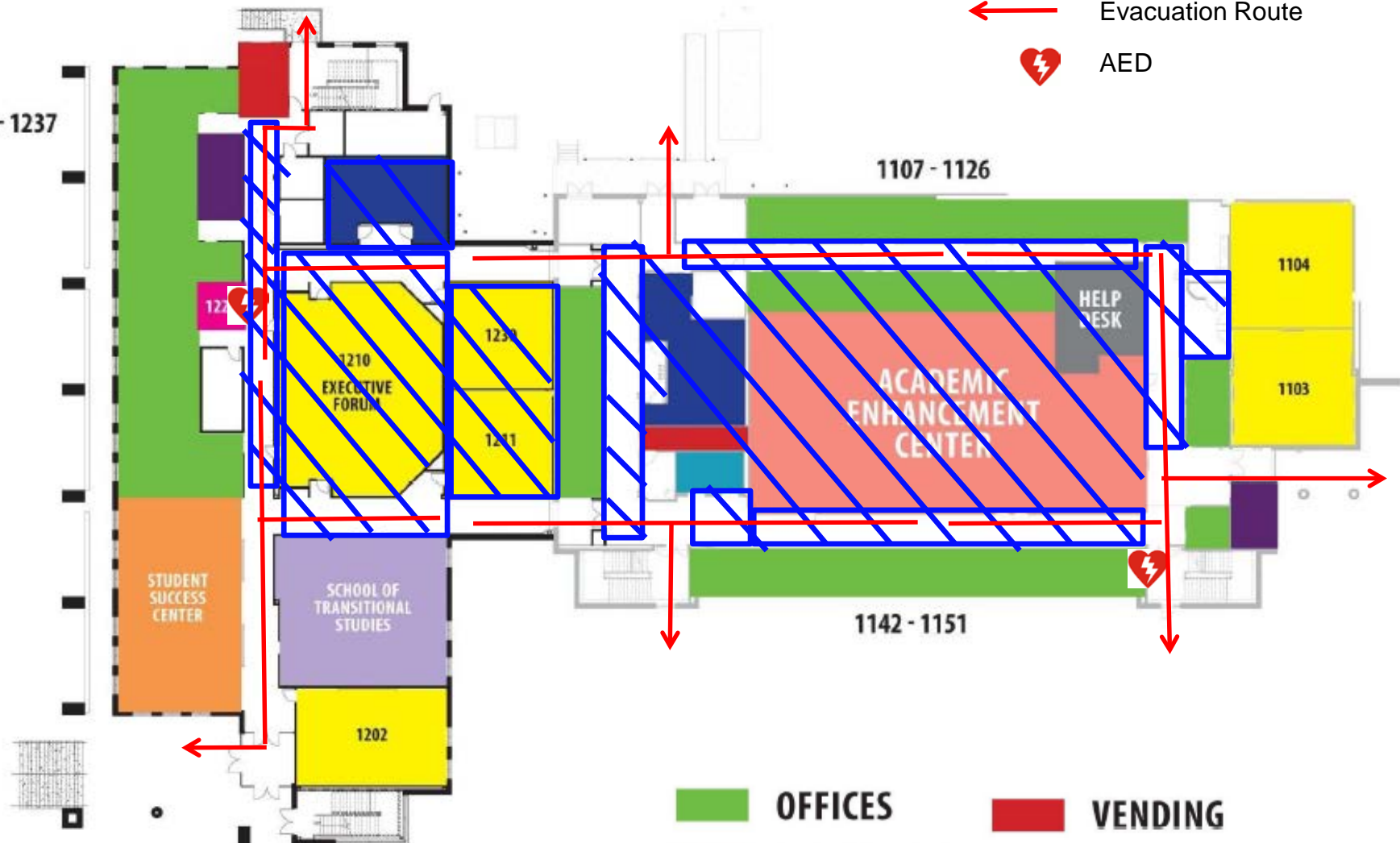
1212 - 1237



Severe Weather Shelter  
Evacuation Route



AED



OFFICES



CLASSROOMS



RESTROOMS



WORK ROOM



VENDING



COLLABORATION SPACE



HONORS DEPARTMENT



ELEVATOR



Georgia Gwinnett  
COLLEGE

# FLOOR 2



Severe Weather Shelter  
Evacuation Route



AED

TO BUILDING C



2202 - 2279

2112 - 2127

2110

SCHOOL OF BUSINESS



2234

2119

2116

2111

2143

2146

2147

2139 - 2151

2201



OFFICES



CLASSROOMS



RESTROOMS



WORK ROOM



VENDING



COLLABORATION SPACE



HONORS DEPARTMENT



ELEVATOR



# FLOOR 3



Severe Weather Shelter  
Evacuation Route



AED

TO BUILDING C



3202 - 3273

3112 - 3127

3110

SCHOOL OF  
EDUCATION

3256

3257

HONORS  
DEPT

3230

3119

3116

3111

3143

3146

3147

3210

3201

3139 - 3151



OFFICES



CLASSROOMS



RESTROOMS



WORK ROOM



VENDING



COLLABORATION SPACE



HONORS DEPARTMENT



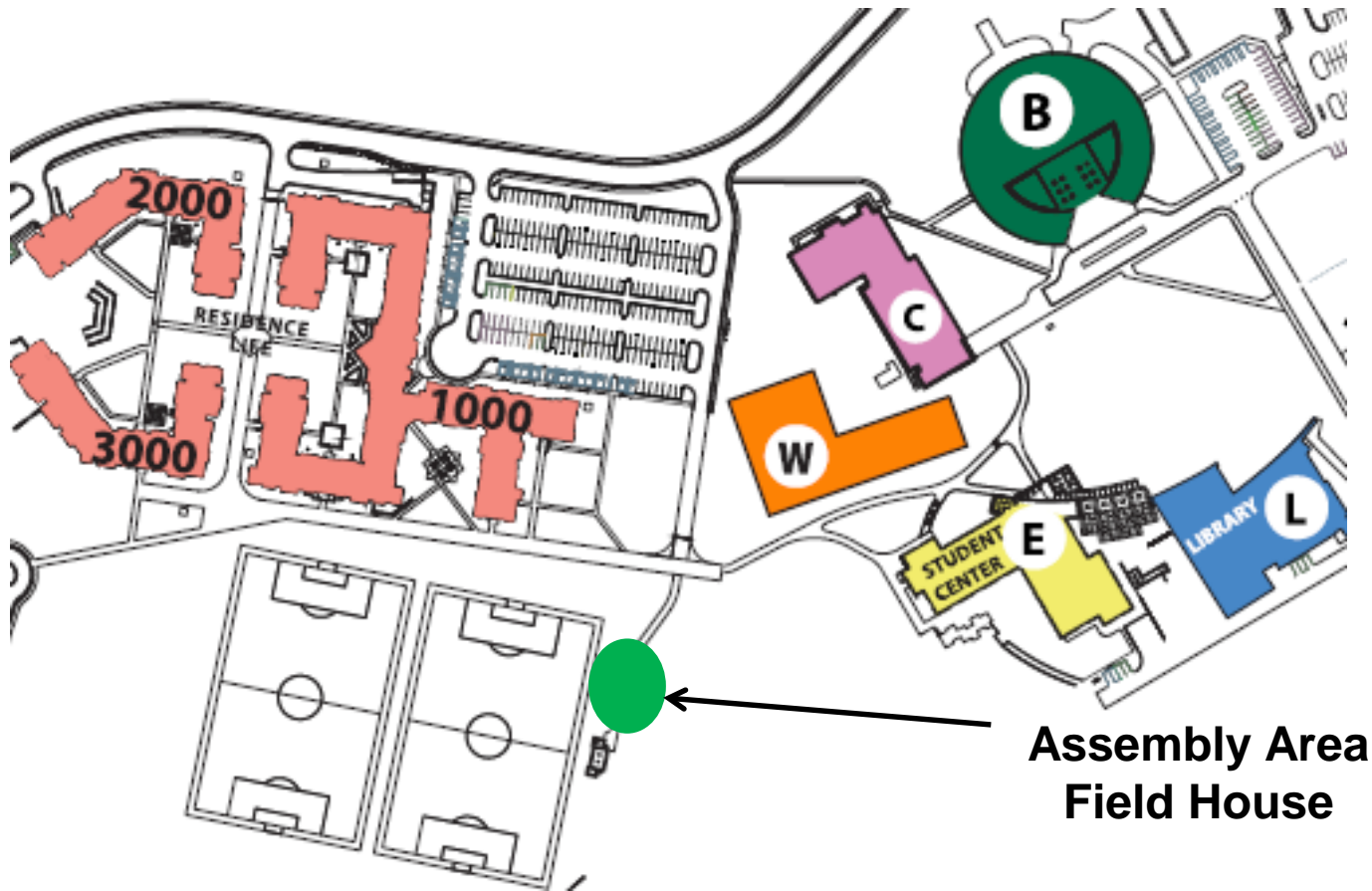
ELEVATOR



Georgia Gwinnett  
COLLEGE



# EVACUATION ASSEMBLY AREA



Upon evacuation, occupants shall immediately report to, and remain in, the designated evacuation assembly area until a full accountability of all occupants has been completed by leaders and the **ALL CLEAR** is given by Fire or Police personnel.