

E Building Emergency Plan

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

Contents

- **Emergency Campus Notifications**
- **Emergency Contacts**
- **Emergency Scenarios**
- **Disability Considerations**
- **Severe Weather Shelter/Evacuation Routes**
- **Assembly Area**

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	Lakiesha Rawlinson	Director, SISC	678-407-5582 470-219-9567
Sweep Team 1		Associate Director, SISC	678-407-5582
Sweep Team 1	Kris Pena	Coordinator, SISC	678-407-5582
Sweep Team 2	Nury Castro	Assistant Director, CES	678-407-5882
Sweep Team 2	Allen Clarke	Assistant Director, SISC	678-407-5582 470-367-2890
Sweep Team 3	Tomas Jimenez	Dean of Students	678-407-5882
Sweep Team 3	Josee Dolce	Coordinator, SISC	678-407-5582



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 E Building (Hard Lockdown)*

Actions:

- *Remain inside the building*
- *In the event of severe weather, move to the severe weather shelter (Ground floor, east hallway). Await further instructions from RAVE communication or emergency personnel.*
- *In the event of an active shooter on campus but not inside E 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 lobby, student lounge, or LVIS.*

Active Shooter in E Building

Used for:

- *Active shooter inside E 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.,

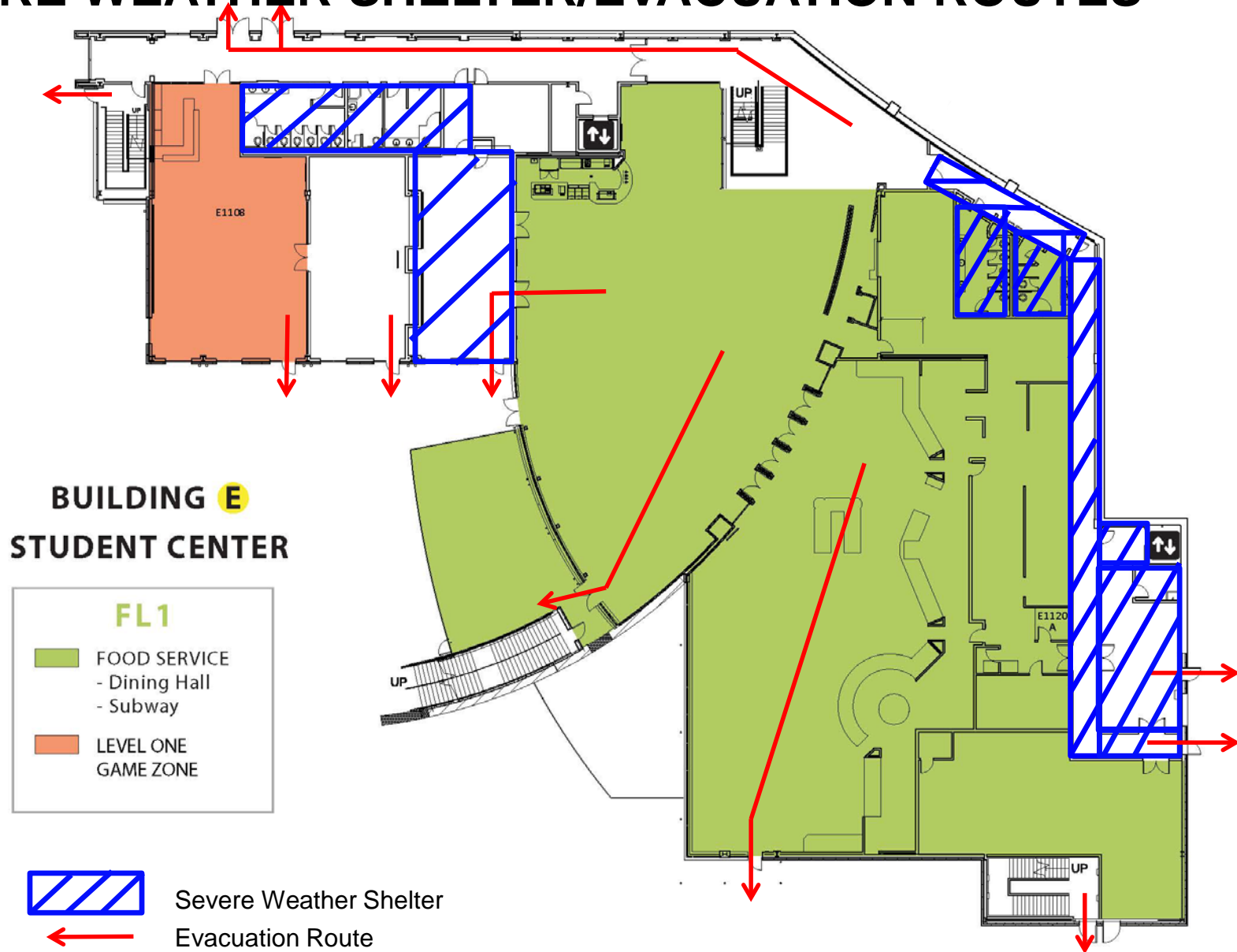
- Most enclosed stairwells**
 - An office with the door shut which is a good distance from the hazard**
- and (2) call for assistance.**

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.



SEVERE WEATHER SHELTER/EVACUATION ROUTES



EVACUATION ROUTES



REV 8.21.2014

EVACUATION ROUTES



BUILDING E

FL3

- BOOKSTORE
- CLAW CARD OFFICE & STUDENT MAILBOXES
- STUDENT INVOLVEMENT
- STUDENT ORGANIZATION - RESOURCE AREA
- STUDENT AFFAIRS

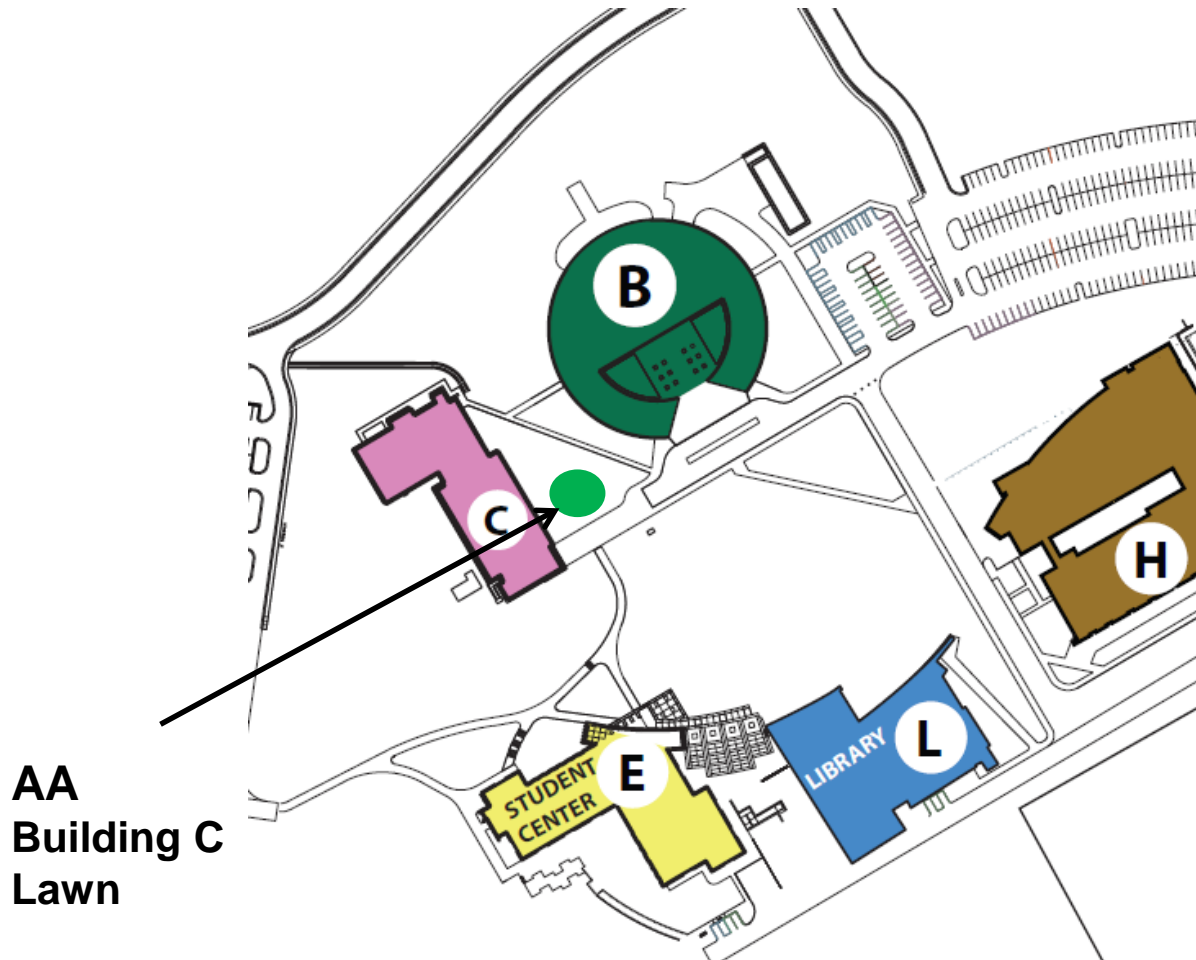


Severe Weather Shelter
Evacuation Route



AED

EVACUATION ASSEMBLY AREA



AA
Building C
Lawn

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.