D Building Emergency Plan Summary

This summary is for all occupants and users of D 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

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Public Safety

Emergency Position	Name	GGC Position	Phone
Building Manager Assistant Building Manager	Bruce Garraway Laura Ledford	*Coordinator of Testing Services* *Executive Director of Registration Services*	678-407-5065 678 407-5151
VP Suite	Sharon Lasch	Executive Assistant to the VP, EM services	678-407-5244
Disability Services Suite	Jennifer Arrocena	Director of Disability Services	678-407-5883
Call Center Suite	Rose Ellen Corbett	Assistant Director of Communication Services	678-407-5507
Student Accounts Suite	Tolu Farinu Shari Bradshaw- Stigall	Bursar Business Coordinator	678-407-5514 678-407-5133
Advising Suite and Remote location	Dr. Deanna Jackson	Associate Director of Advising Programs	678-407-5465
Public Safety & Parking Services Suites	Capt. .Ray Rawlins	Campus Police Captain-Patrol Operations	678-407-5333
Admissions Processors Suite	Susan Meltzer	Associate Director of Admissions for Operations	678-407-5716
Veteran Success	Bryan Blochberger	Veteran Success Manager	678-407-5804
EM Technology Suite	Lynn Harris Miller	Director of Enrollment Management Technology	678-407-5322
Auxiliary Services Suite	Victoria Ann Hanson	Director of Auxiliary Services	678-407-5512

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Registrar Office Suite	Barbara Miles	Associate Registrar	678-407-5859
Institutional Services Suite	Laura James	Associate Vice President of Institutional Services	678-407-5075
Admissions Suite	Lisa Boone	Associate Director of Admissions	678-407-5466
Testing Services	Dr. Susan Manaskie	Director of Testing Services	678-407-5240
Front area of Building D	Johnny Richardson	Director for Enrollment Communication Services	678-407-5243
Financial Aid/Cube Area Suites	Nina Weber	Records Coordinator	678-407-5958
Internationalization Suites	Dr. Funwi Ayuninjam	Director of Internationalization	678-407-5147
Claw Card Services	Amy DeCou	Auxiliary Services Business Coordinator	678-407-5822
New Student Connections Suite	Brittany Weaver	Director of New Student Connections	678-407-5646

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Emergency Scenarios

Evacuation

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 <u>but not inside D Building (Hard Lockdown)</u>*

Actions:
- *Remain inside the building*
- *In the event of severe weather, move to the severe weather shelters (Restrooms, D1401, Central Hallway, D1315, D1311/2/3, Registrar Suite). Await further instructions from RAVE communication or emergency personnel.*
- *In the event of an active shooter on campus but not inside D 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 areas.*

Active Shooter in D Building

Used for:
- *Active shooter <u>inside D Building</u>*

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*

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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.
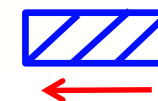
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SEVERE WEATHER SHELTER/ EVACUATION ROUTES

BUILDING D
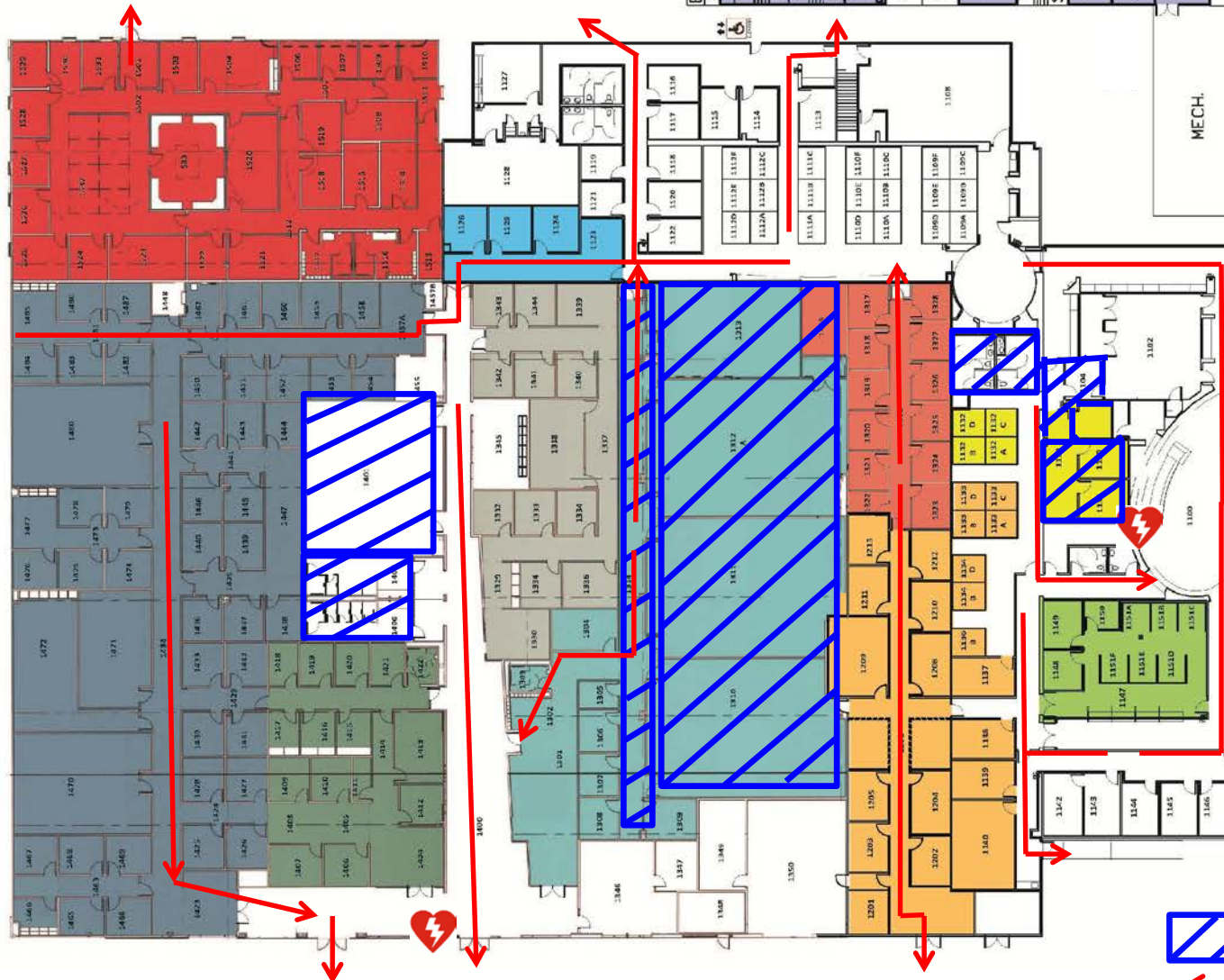
FL 1

FACULTY OFFICES	TESTING
PUBLIC SAFETY	ADMISSIONS
DISABILITY SERVICES	FINANCIAL AID
ADVISING	STUDENT ACCOUNTS
PARKING SERVICES	REGISTRAR

FL 2

OFFICE OF INTERNATIONALIZATION

Severe Weather Shelter

Evacuation Route

AED

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EVACUATION ASSEMBLY AREA

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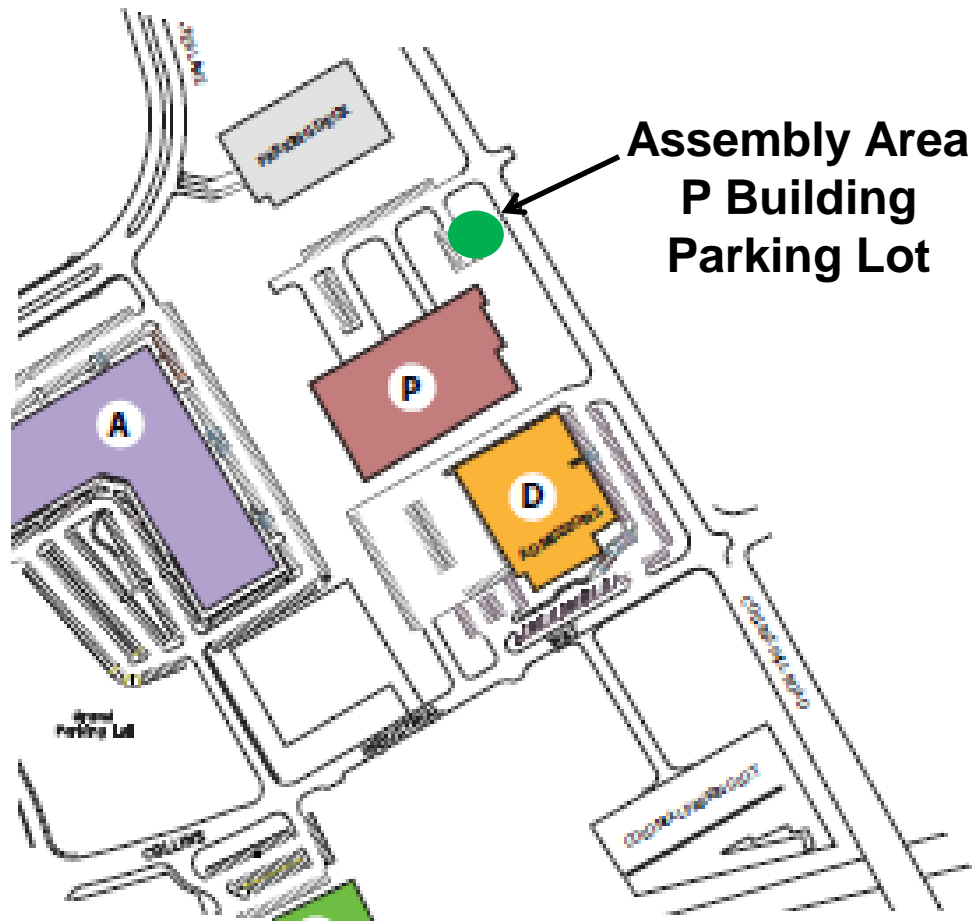
Upon evacuation, occupants shall immediately report to, and remain in, the designated evacuation assembly area until a full accountability of all occupants has been completed by leaders and the **ALL CLEAR** is given by Fire or Police personnel.