

I Building Emergency Plan

***This summary is for all occupants
and users of I 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	Email
Emergency Coordinator	Chris Walker	Senior Application Developer	5214	cwalker23@ggc.edu
Alternate Emergency Coordinator				
*Sweep Team 1	Buck Buchanan	Director of Emergency Management	678-615-6943	cbuchan1@ggc.edu
Sweep Team 1				
*Sweep Team 2	Earl Turner	Application Developer II	5078	eturner10@ggc.edu
Sweep Team 2				
*Sweep Team 3	Dan Cassavaugh	Director of Digital Communications	5037	dcassavaugh@ggc.edu
Sweep Team 3				

*Sweep team for each floor will quickly check rooms on their floor during an evacuation (on their way out of the building).

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 I Building (Hard Lockdown)*

Actions:

- *Remain inside the building*
- *In the event of severe weather, move to the severe weather shelters, first floor, hallway away from doors and windows. Do not shelter in the server rooms due to high voltage. Await further instructions from RAVE communication or emergency personnel.*
- *In the event of an active shooter on campus but not inside I 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.*

Active Shooter in I Building

Used for:

- *Active shooter inside I Building*

Actions:

- *Response Options: Run/Escapes, 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.**

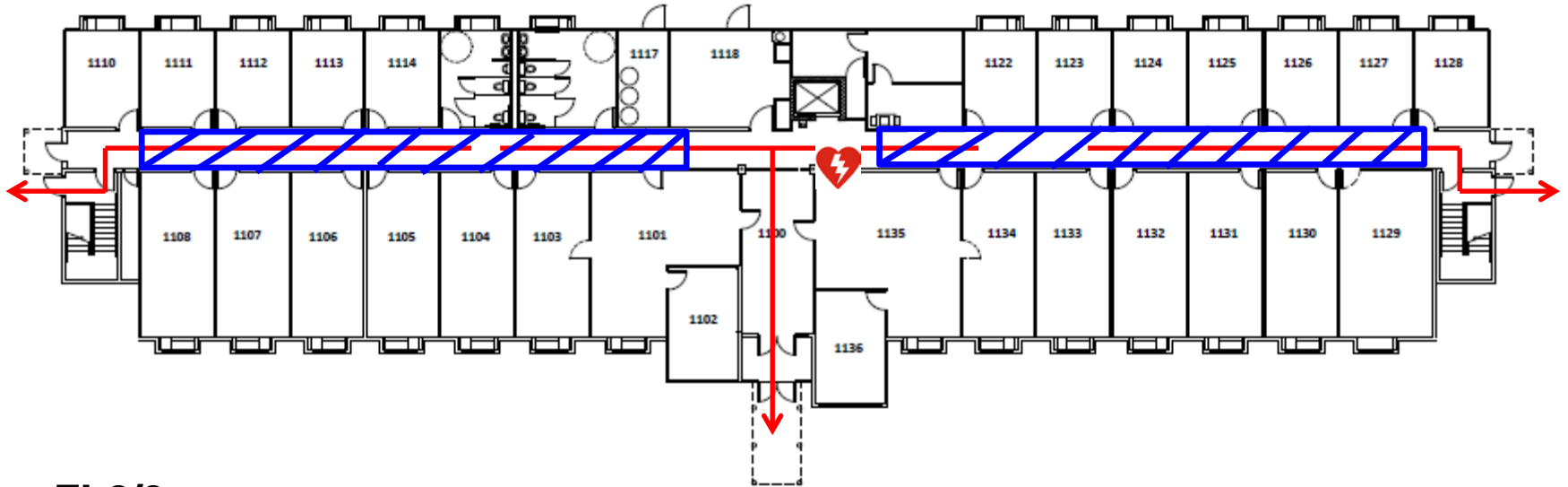
If you come in contact with a person needing support during an emergency, please assist in any way possible within the limits of your ability and desire.

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.

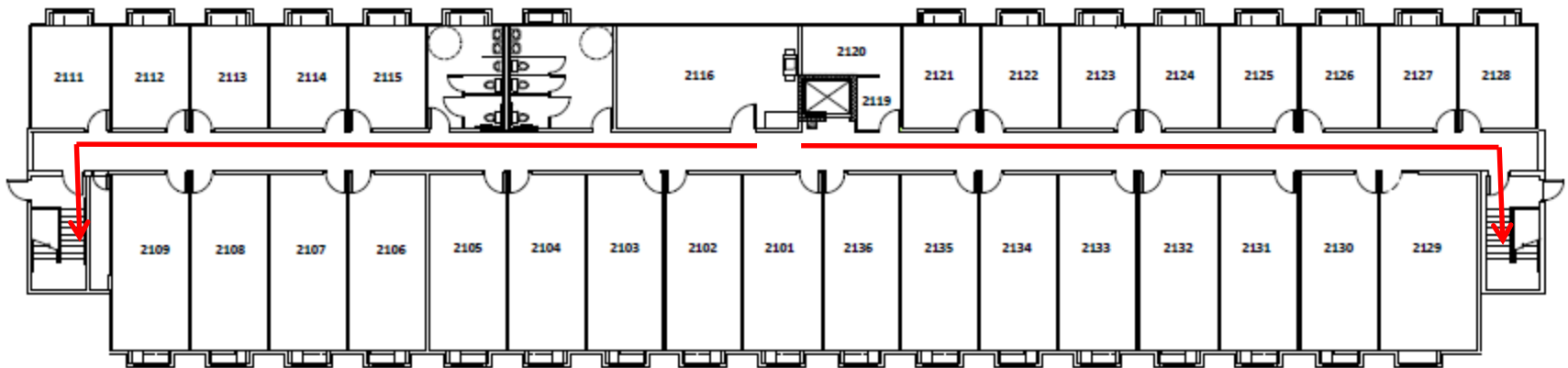


SHELTER-IN-PLACE/EVACUATION ROUTES

FL1



FL2/3

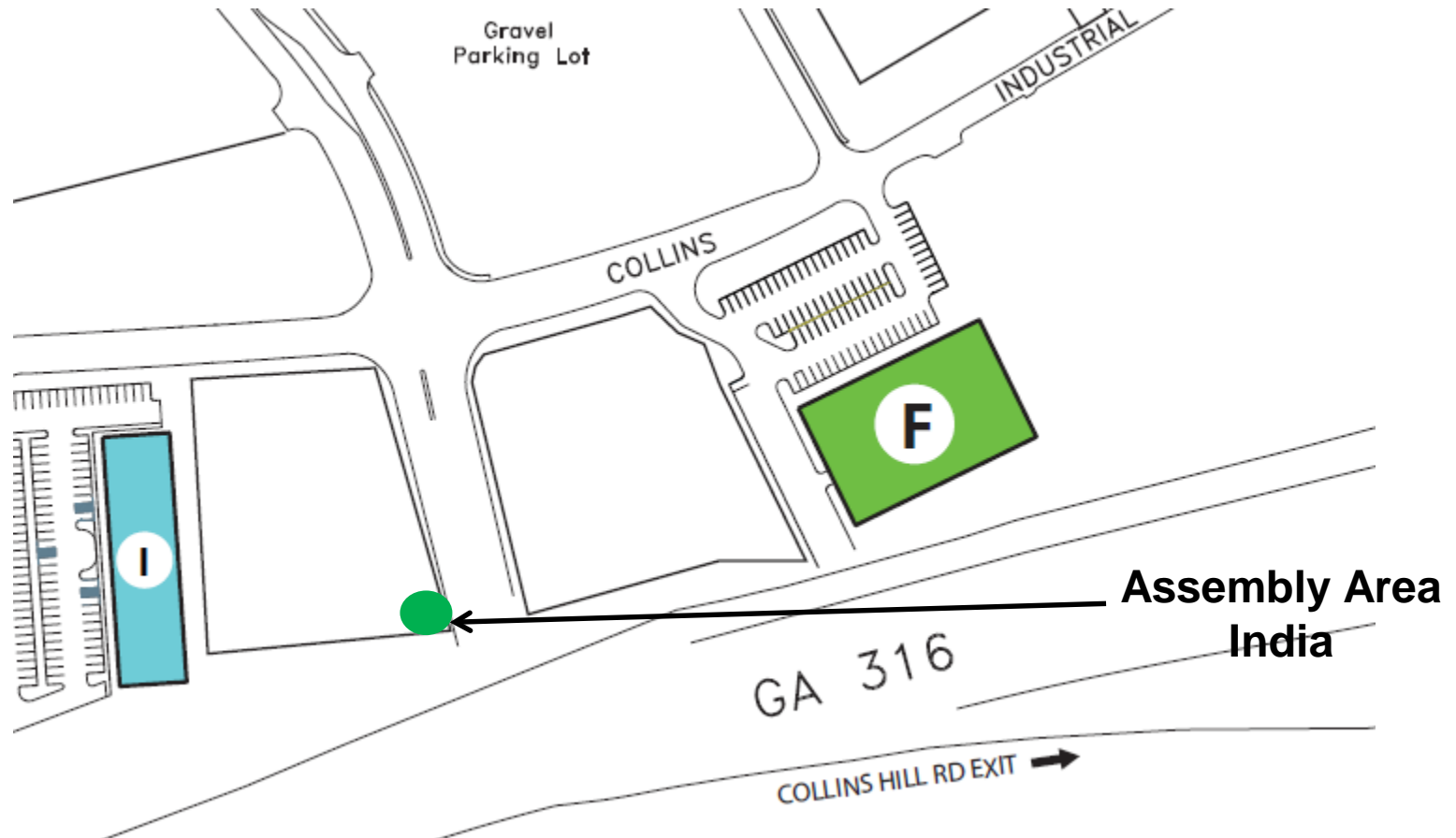


Severe Weather Shelter
Evacuation Route



AED

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.