

PURPOSE: TO PRESCRIBE PROCEDURES TO BE FOLLOWED DURING AN EMERGENCY, DISASTER, AND/OR INCLEMENT WEATHER.

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During a disaster or emergency, all individuals should proceed to their designated shelter areas immediately and remain there until the all-clear signal is given. Emergency evacuation floor plans are posted in each building. Individuals should become familiar with exit routes in their classrooms, living and work areas.

#### A. FIRE/FIRE DRILLS

If a fire should occur in a campus building, the first concern is the safety of the occupants. Unless the fire is very small (in a wastebasket), **call 911 or 8-911 IMMEDIATELY**. If there is any doubt about whether to call the fire department, err on the side of safety. Give your name, location of the fire (physical addresses of each building are located on the exterior of each building) and directions. Occupants should evacuate the building by the primary means of escape available. In the event the primary escape is blocked by fire or smoke, an alternate escape route should be used. Safety personnel should be directed immediately to the fire.

1. When a fire occurs, pull the fire alarm and alert all occupants to vacate the building.
2. Close windows and doors, if possible. If there is smoke, vacate the building immediately.
3. If a fire extinguisher is available and the fire appears controllable, use it. Do not try to fight a fire that is out of control. Instead, get all occupants out of the building.
4. Notify the administration and other appropriate personnel. After the event, a report should be made to the Senior VP for Administration/CFO and Senior Vice President of Enrollment Management and Student Services, and to the Director of Human Resources.
5. Fire drills will be scheduled periodically to familiarize students and staff with the fire alarm system and emergency escape routes. Fire drills will be indicated by non-interrupted ringing of the fire alarm. All individuals will vacate the building by the primary means of escape. Students will return to class when the all-clear signal is given.

#### B. TORNADO/SEVERE WEATHER

University personnel monitor weather information during storms and are prepared to notify employees in case of danger. During a tornado warning or severe inclement weather alert, a campus-wide alarm is sounded by an outdoor tornado siren, and employees are notified via the e2Campus Emergency Alert System. All individuals should proceed quickly to designated safety areas. In general, these areas are internal hallways away from windows. Individuals should remain in these areas until the all-clear signal is given.

1. E2Campus is an emergency notification system that enables the school to send urgent news to employees in the form of text, email, and voice messages. Once the employee has registered for the service, the school will be able to contact you with timely information about critical events on or near campus. The service is available to all current employees. To learn more or to sign up, go to <http://www.e2campus.com/my/brenau>. Standard text messaging fees may apply.

#### C. INCLEMENT WEATHER CANCELLATION PROCEDURES

1. Decisions to close or suspend regular hours of operation at Brenau will be made as early in

the day as possible. The Senior VP for Administration/CFO, in consultation with the Vice President for Enrollment Management is responsible for making the decision and notifying the Communications & Publications Office.

2. The decision to cancel the Evening and Weekend classes will be made by the Associate Vice President for Non Residential Programs in consultation with the Senior VP for Administration/CFO. Off-campus coordinators must receive authorization before closing their locations.
3. Class and work cancellations (no matter the hour of day) will be communicated to all employees through the e2Campus Emergency Alert System.

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4. Individuals traveling from building to building should exercise extreme caution due to the build-up of ice and/or snow on steps and walkways. Where possible, handrails and cleared walkways should be used.
5. The Brenau Child Development Center follows the Gainesville City School inclement weather schedule (effective January 1, 2011). Should the Gainesville City School system be closed due to inclement weather, Brenau University Child Development Center will be closed and employees of the Center are not required to report to work. This policy applies to inclement weather days only; it does not apply to times during which the Gainesville City Schools may be closed for other reasons.
6. When the University is closed due to inclement weather, vital emergency staff such as Maintenance and Safety & Security staff should make every effort to report for work. If an employee cannot travel safely to work, the director of the department must be notified prior to the normal scheduled arrival time. Those full-time employees who work on a day on which the university was closed will be granted additional vacation time comparable to hours worked. Such additional vacation time is to be used with approval from the departmental supervisor and must be used within the fiscal year.

#### D. UTILITY FAILURE

1. Electrical - In the event of a power outage, campus buildings will be illuminated by emergency lights in corridors and stairwells. Individuals should vacate the building in an orderly manner.
2. Elevator - Individuals trapped in an elevator during a power failure should use the emergency telephone to notify the Office of Campus Safety and Security.
3. Plumbing - In the event of a water leak, notify Maintenance. If water cut-off valves are present, they should be closed immediately.
4. Natural Gas - If a gas leak is suspected, all individuals should immediately vacate the building. Do not switch on lights or any electrical equipment as an electrical arc can trigger an explosion! Notify Maintenance and the Office of Campus Safety and Security immediately.

5. Steam Line - In the event of a leaking steam line, notify Maintenance and the Office of

Campus Safety and Security immediately and if necessary vacate the area.

6. Ventilation - If strange odors or smoke comes from the ventilation system, immediately notify Maintenance and the Office of Campus Safety and Security. If deemed necessary, cease all operations and vacate the building.

#### E. BOMB THREATS

If a bomb threat should occur, the supervisor, upon notification, will immediately escort students and staff from the building using the primary means of escape. Once outside, individuals should proceed to a clear area at least 500 feet from the affected building. Individuals will be signaled to return to the building once a thorough inspection determines that it is safe to return to the evacuated premises.

#### F. PERSONAL INJURIES

Emergencies that occur on campus are classified as life-threatening or non-life-threatening.

##### 1. Life-Threatening Emergencies

When a person is unconscious, is not breathing, or experiencing serious bleeding: **call 911 or 8-911 IMMEDIATELY**. Always err on the side of safety. If you have reason to believe that this is a life-threatening situation, do not hesitate to call 911 or 8-911. Emergency personnel will respond quickly. Give them your name, location (physical addresses of each building are located on the exterior of each building), nature of the emergency and directions to the site. Ask what you should do until they arrive.

##### 2. Non-Life-Threatening Emergencies

Call the Student Health Services nurse for assistance. Do not transport someone to the Emergency Room until you have called the nurse on duty. The nurse can evaluate the situation and decide the best course of action. If there is no response from the Student Health Services nurse, call The Office of Safety and Security at x1234 or 770-534-6202.

If an employee experiences a work-related accident or injury, he/she must immediately report the incident to the immediate supervisor and the Director of Human Resources; see Guideline 4-03 regarding workers compensation policies and procedures. Failure to report an injury to Human Resources within 30 days will result in loss of insurance coverage for medical expense. During normal working hours, the Director of Human Resources will arrange an appointment with one of our panel of physicians. Do not seek treatment from a physician who is not on our panel. After normal business hours, employees may contact directly one of the physicians listed on our panel, Quick Care or the Northeast Georgia Medical Center Emergency Room.

##### 3. Notification of Appropriate Personnel

Whenever an injury, or any incident requiring medical or security assistance occurs on the Brenau campus, notify the Office of Campus Safety & Security; and the Office of Human Resources. This is for the protection of Brenau personnel, as well as the institution. The Office of Human Resources will notify family members, if necessary.