

Syllabus Addendum

Protocol – Faculty -05

Effective Date: April 1, 2016

Revision Date: January 2, 2018

PROCESS:

Emergency Evacuation

- Evacuate buildings when a fire alarm is activated or an official announcement is given. Review [evacuation guidelines](#).
- ***Students requiring assistance in emergency situations must inform their faculty during the first week of class.***
- Familiarize yourself with all fire exit doors of classrooms and buildings you may occupy.
- Do not re-enter a building until the Fire Department or college personnel give instructions.

Lockdown

- Lockdown is initiated when there is a potential or actual violent incident on campus that could result in a serious injury or threat to life.
- Students may download the safe@georgian app to stay updated on Campus Safety and Security information including lockdown.
- Familiarize yourself with the [College Lockdown Procedure](#) (pdf).
- Lockdown tests occur each semester.

RESOURCES:

- [Campus Closure Procedure #2-102](#)
- [Get Out, Hide, Fight Lockdown Video](#)
- Lockdown Model – Get Out, Hide, Fight: [Lockdown Tools and Tactics and FAQs](#)

UNSCHEDULED CAMPUS CLOSURE

Reference: Unscheduled [Campus Closure Procedure #2-102](#)

Timing of Closures/Notification:

Closure	Decision By	Communication / Notification By	Notes
College has made the decision to close a building, campus or location,	6:00 a.m.	6:30 a.m.	If re-opening for noon or evening classes is being considered, this

Closure	Decision By	Communication / Notification By	Notes
or suspend a service operation <u>in the morning</u> :			will be mentioned in the message
Decisions surrounding <u>evening</u> closures:	2:30 p.m.	3:00 p.m.	
College closes a campus(s) or operation in the morning and <u>expects to re-open by 12:00 noon</u>	9:30 a.m.	10:00 a.m.	Only affects classes beginning at 12:00 noon or later
Closure expected to continue <u>past 12:00 noon</u>	9:30 a.m.	10:00 a.m.	
College intends to <u>re-open for evening classes</u> which commence at 5 p.m. or later	2:30 p.m.	3:00 p.m.	
College intends to <u>NOT re-open for evening classes</u> :	2:30 p.m.	3:00 p.m.	

Notification will be made via:

- Georgian social media (Facebook, Twitter)
- Safe@Georgian app
- Georgian website
- Recorded message when you call into your campus
- Student or employee portal
- Georgian email account