

REFORMED UNIVERSITY EMERGENCY AND CRISIS PROCEDURES

Department of Safety and Security

Reformed University is moving ahead with free-of-charge emergency text message notification system, with which school officials may contact each constituent via text-message in case of an emergency or weather alert.

INTRODUCTION

Reformed University takes student, faculty and staff safety very seriously. There will be no drugs, alcohol, weapons, sexual activities, violent activities and/or any illegal activities allowed on campus. There will be no exceptions excluding prescription medicines. Illegitimate possession of harmful material on campus shall result in termination of student status (i.e. expulsion) without any hesitation, and Reformed University shall formally seek legal actions against the violator to be reported to federal authorities in U.S.

Reformed University is committed to ensuring a safe environment within which all members of our community may learn, live, teach, and work. The safety of our students, faculty, staff, and visitors is of primary importance. Safety and security – our own and that of others – are issues about which all of us must be vigilant.

Here, as elsewhere, the responsibility for the safety of everyone in our community belongs to each of us individually as well as collectively. It is, therefore, important for all of us to familiarize ourselves with the following procedures developed by the University. This guide provides quick steps to follow in case of a variety of emergencies. Please review these points and keep the guide in an easily accessible location.

In case of severe weather condition, seminary administrators ask students and other Reformed University members to check with local weather forecast and school website for school closing as follows:

1. Official Website Posting: <http://www.trsvsa.org>
2. Internet Broadcasting: www.wsbtv.com
3. TV Broadcasting: WSB-TV (Channel 2)
4. Radio Broadcasting Services: Radio 94.1
5. Phone Contact: 770-232-2717

Reformed University Takes 3R measures to deal with emergency situations recommended by the U.S. Department of Education: Readiness, Response and Recovery. We exert our best to prevent all unsafe situations by asking all members of Reformed University to use their common sense. School closing decisions, at often case, however, may be delayed and lapsed due to leaves or absence of administrative decision makers at the institution and any emergency situations can arise without prior warning. Hence Reformed University is pursuing more effective measures to contact students, faculty and staff in case of emergency; the Department of Safety and Security shall transmit electronic message (SMS) via constituent's cellular phone and his/her email account to exert alertness and readiness for safety.

Purpose of This Guide

1. To provide guidelines for meeting minor emergencies as well as actions to take during major disasters.
2. To provide a means to notify the total University community of steps to take during times of emergency and/or crisis.
3. To emphasize the importance of following proper procedures during times of emergency and/or crisis.

Security Officer Services

The Department of Safety and Security works to provide a safe and secure campus environment by protecting and providing assistance for students, faculty, staff, and visitors. We will be service-oriented, person-centered and distinctively Christian in all that we do. However, due to lack of resources available, Reformed University campus security is currently not maintained; thus it is our cordial request that any faculty, student, staff or visitor beware of the following threats and contact the seminary officials in any case of eminent danger.

Emergency Exit Plan

All offices and classrooms have Emergency Exit Plan posted by the exiting door. The plan is published and educated during scheduled Campus Safety Awareness week every semester, and appropriate personnel assigned by the Department of Safety and Security under supervision of the Office of Student Affairs conduct the drill to increase awareness and the importance of preparation and readiness in any case of emergency on campus.

School Infirmary

Reformed University provides school infirmary facility for any constituencies in any case of minor accident and care. The infirmary is supervised by the safety officer with proper education and experience in first-aid medical treatment and CPR. In any case of medical attention, you are encouraged to call 911 for professional treatment and patient transfer services to approximate urgent care service providers listed at the end of this procedure.

In case of BOMB THREAT

In the event of a bomb threat:

- DO NOT HANDLE ANY SUSPICIOUS OBJECT OR PACKAGE!
- Clear the area and immediately call Reformed University Security at 770-232-2717. Reformed University Security will make the appropriate notifications.

Any person receiving a bomb threat by phone should ask:

- When is the bomb going to explode or detonate?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

If possible keep talking to the caller and record the following:

- Time of the call.
- Age and gender of the caller.
- Distinctive speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

IMMEDIATELY notify Reformed University Security at 770-232-2717 and report the incident.

- Reformed University Security will determine if the building will need to be evacuated.
- Reformed University Security will conduct a detailed search. Employees are requested to make a cursory inspection of their area for suspicious objects or packages and report the location to Reformed University Security. **DO NOT TOUCH THE SUSPICIOUS OBJECT OR PACKAGE.** Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cellular phones.
- Assist disabled person(s) in exiting the building.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.

The incident commander on the scene will notify the local Police Department of the situation. Do not return to an evacuated building until instructed to do so by a University official.

In case of EARTHQUAKES

Reformed University is not located in any area of earthquake fault zone. However, earthquakes occur without warning. They cannot be prevented or avoided; however, preparation and awareness of proper actions to take can lessen the danger for those involved.

1. Ground movement is seldom the actual cause of death or injury. Most casualties result from partial collapse of buildings, falling objects, and panic.
2. Things to do in advance:
 - a. Have a flashlight with good batteries available.
 - b. Know exit routes from the campus building.
 - c. Keep a supply of drinking water.
 - d. Check your room or surroundings for hazards, such as bookcases, heavy objects on high shelves or hanging on walls, in advance of possible earthquakes.
3. When an earthquake occurs:
 - a. If you are indoors, attempt to evacuate outdoors, if possible. If trapped inside, seek shelter near a table, couch, or desk to protect yourself from collapsing walls. Avoid outer walls and overhangs of buildings which may collapse.
 - b. If you are outdoors, get into the open and away from potential falling debris, downed power lines, bridges, overpasses, etc.
4. After an earthquake:
 - a. Give first aid, if needed; do not move seriously injured people.
 - b. Use telephones **ONLY** to request emergency assistance and try to send messengers if conditions permit.
 - c. Stay calm and act cautiously.
 - d. If you detect a gas leak, report it to emergency officials as soon as possible and move away from the area.
 - e. Do not return to an evacuated building until instructed to do so by a University official.

In case of VIOLENT OR CRIMINAL BEHAVIOR

In the event of violent or criminal acts:

Immediately dial 911 and report the following information to the dispatch operator:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Any weapons involved
- Welfare of the person(s)
- Report suspicious situations or persons to Reformed University Security.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door.

What to do if taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom privileges).
- Do not speak confrontationally to the captor, who may be in an agitated state.
- Maintain eye contact with the captor at all times if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory.
- Be prepared to answer questions from the police on the phone.

In case of FIRE

In all cases of fire, Reformed University Security must be notified immediately. If there is a pull station, pull it and then dial 911.

- Dial Reformed University Security at 770-232-2717.
- During a fire alarm in any building, you are required to evacuate immediately.
- If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, take your shoes, clothing, and room key and proceed to the nearest exit. Shout and pound on doors as you leave.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, and a fire extinguisher is available, pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame. Then call Reformed University Security.
- On large fires that do not appear controllable, notify Reformed University Security. Evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a University official.

In case of SERIOUS ILLNESS OR INJURY

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Have bystander call Reformed University Security at 770-232-2717. Give your name, the exact location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and comfortable.
- Ask the victim, “Are you ok?” and “What is wrong?”
- Check breathing and give CPR if necessary and if you are properly trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witness(es), and give all information to the paramedics.

In case of GAS LEAK

In the event of a gas leak:

- Call Reformed University Security at 770-232-2717.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- Reformed University Security or other emergency services will establish a safe perimeter. All persons except those needing to enter will be restricted. Reformed University Security may ask for assistance in establishing a perimeter. Do not return to an evacuated building until instructed to do so by a University official.

In case of SEVERE WEATHER / TORNADO

The State of Georgia is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck.

- Tornado Watch. A watch indicates that weather conditions are such that a tornado could form. Normal activities may be continued, but alertness for possible threatening conditions should be maintained.
- Tornado Warning. A warning indicates that a tornado has been sighted or a tornado signature has been recorded on Doppler radar. All persons should seek appropriate shelter immediately. Tornado warnings are typically 45 minutes in length.

Procedures

Procedures to follow in the event of a tornado warning begin with the communications and warning system used by the City of Duluth and Gwinnett County. Sirens located in various parts of the city and county are used to alert citizens of a tornado warning. These sirens can be heard in and around most campus locations.

In the event that conditions become conducive for a tornado:

- Reformed University Security will monitor and track the storm.
- When a warning sounds, all persons should move to an inner area on the first floor (where there are no windows, hall-ways, etc.) or a safe room built to withstand high winds.
- When the warning is over, Reformed University Security will notify persons in each building by phone, text message, or in person.

In the event of a threat of severe weather:

- Contact Reformed University Security at 770-232-2717.
- Reformed University Security will monitor the progress of the severe weather.
- Check all first aid kits to ensure they are supplied.
- Review evacuation procedures.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged.
- The decision to evacuate a building will be announced by Reformed University Security.
- Evacuate the building if the safety of the faculty, staff, students, and visitors are threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

In case of CHEMICAL SPILL OR RADIATION RELEASE

Reformed University is adjacent to one of major traffic arteries, Pleasant Hill Rd. Many dangerous substances are transported daily on these routes and are susceptible to accidental release in the aftermath of collisions or fire. An example of this would be a release of anhydrous ammonia from tanks or chlorine being transported along the interstate. These toxic substances can be carried in cloud form and, depending upon variable winds, could threaten the Reformed University campus and its population.

In the event of a chemical spill or radiation release:

- Immediately report the incident to Reformed University Security at 770-232-2717 and give the location, material(s) involved, and the extent of any injuries, if known.
- Activate the building alarm. Caution: The building alarm may be a local alarm and therefore might ring only in the building; you should also report the emergency by dialing 911.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always move uphill, upstream, or upwind to avoid contamination.
- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site.
- Do not return to an evacuated building until instructed to do so by a University official.

EXTERNAL RESPONSE

External Agencies for Crises Assistance

Duluth Police – Fire – Ambulance 911
Gwinnett County Sheriff's Office (770) 619-6500
City of Duluth Police (770) 470-4151
Georgia State Patrol (404) 624-6077
Georgia Bureau of Investigations (404) 244-2600
Federal Bureau of Investigations (770) 679-9000
Georgia Emergency Mgmt. Agency (800) 879-4968
FEMA – Region IV (Atlanta) (770) 220-5200
Centers for Disease Control and Prevention (404) 639-2888
Georgia Power Company (888) 660-5890
City of Atlanta Water (404) 658-7220
Georgia Dept of Natural Resources (404) 656-4300
National Response Center (800) 424-8802
Emergency Clean Up Services (800) 624-5301

Hospitals

Emory Johns Creek Hospital

(678) 474-7000
6325 W Johns Xing, Duluth, GA 30097

Gwinnett Urgent Care - Suwanee

1300 Peachtree Industrial Blvd, Ste 4101, Suwanee, GA 30024
(770) 831-5525
Open 7 days mostly from 8am to 8pm

Gwinnett Medical Center - Duluth

3620 Howell Ferry Rd, Duluth, GA 30096
(678) 312-6800
Emergency services, No urgent care services, No pharmacy services

Grady Memorial Hospital

80 Jesse Hill Junior Drive Southeast, Atlanta, GA 30303-3050
(404) 616-4307
Emergency Room Available
Walk-in Clinic is open Monday through Friday 8AM till 8PM

Atlanta Medical Center

303 Parkway Drive Ne, Atlanta, GA 30312
(404) 265-4000
Trauma Center Open 24/7

Piedmont Hospital

1968 Peachtree Road, N.W., Atlanta, GA, 30309
(404) 605-5000
Piedmont has designed ED treatment rooms to meet the needs of cardiac and trauma as well as cardiac, medical/surgical, orthopedic, EENT and gynecological patients. And physicians, nurses, technologists and technicians with specialized training in emergency medicine on duty 24 hours a day

Children's Healthcare of Atlanta (404) 325-6411

Crawford Long Hospital (404) 686-4411