



**SAVANNAH
TECHNICAL COLLEGE**

Emergency Information Pamphlet

**Savannah Technical College Police
Department (912) 443-5200**

Room Number: _____

**If needed call Ambulance, Police or Fire
Department, please dial 9-911**

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Introduction

This guide is provided as a quick reference for use in the event of an emergency.

It is not intended to replace more comprehensive plans or procedures for emergency response.

Use this quick reference for notification of crisis response personnel.

If at any time you determine a situation to be critical, dial:

- **912-443-5200 for the Savannah Technical College Police Department, or,**
- **(9) 911 for EMS/Local Police Department.**

Active Shooter

Remember Run, Hide, Fight.

- Remain Calm.
- Assess the situation and begin to make choices based on what information you have.
- If safe to do so evacuate the building. Leave all personal belongings and find a safe place to shelter. If you are in an office area, close all windows and doors; and, if possible, lock the doors. Try to create obstacles near the door.
- If you are unable to evacuate or find shelter try to hide behind any barrier.
- Remain in your hiding place until otherwise directed by Police personnel.
- *As a last resort you may try to incapacitate the shooter.*
- As soon as safe to do so call 912-443-5200 and 911 (or 9-911 from a campus phone).

Intruder/Suspicious Person

- a. Anyone having knowledge that a suspicious person is on campus should immediately contact the College Police Department: 912 443-5200.
- b. When notifying College Police be prepared to supply the following information.

- Location of intruder/suspicious person.
- If the person is armed, i.e. pistol, rifle, knife, etc.
- Actions and, if known, the purpose of the individual.
- A complete description of the individual.
- Whether or not shots have been fired.
- Your name and where you can be located if needed.

Civil Disturbance

A civil disturbance is any incident, including riot, uprising or threats of violence, which will disrupt normal business.

Response: Immediately Notify the Campus Police: 912 443-5200

- Avoid verbal exchanges or arguments when a disturbance is escalating.
- Attempt to isolate and contain the situation.
- Render first aid to injured students or staff.
- Record the names of everyone involved in the disturbance.
- If necessary, initiate the Evacuation Protocol or, if it's too dangerous to evacuate, a lockdown.
- Videotape the incident for the purposes of identifying the participants afterward.

Vehicle Accident

Should an accident involving a vehicle(s) occur on campus, please call the Savannah Technical College Police Department at 912-443-5200:

And, provide the following information:

- Give the nature and location of the accident.
- Report any injuries.
- Report any vehicles and/or property on fire.
- Anyone involved in the accident should remain at the scene until emergency personnel arrive.

Serious Injury or Illness

If a sick or injured person

Response:

- Notify the Savannah Technical College Police Department directly by dialing 912-443-5200.
- Give the nature of the incident and the location.
- STCPD will, if necessary, notify Emergency Medical Services.
- STCPD will notify family, or other contact persons, if necessary.
- Injured should not be moved until examined by Emergency Medical Services unless remaining in their current location would create a greater threat to health or life.
- Air and Blood-borne Pathogen procedures should be adhered to.
- STCPD Officer completes a detailed Incident/Accident report for insurance and documentation.

Fire

If a fire is detected on campus the following steps should be taken immediately:

- **Activate the Fire Alarm**: Any employee observing a fire inside a building will immediately pull the nearest fire alarm pull-station.
- **Notify the Savannah Technical College Police Department**
 - By dialing 912-443-5200 or call 911
 - **Evacuation**: Should an evacuation be required move at least 500 feet from the fire location and do NOT return until told to do so by emergency personnel.
- Each instructor or department head should insure that all students/employees are accounted for; and, notify STCPD if anyone is missing.
- **Fire Extinguishers**: Fire extinguishers are located throughout each campus building.

Severe Weather/ Tornadoes

Evacuation routes are posted in each room and office.

Tornadoes

Should a Tornado be sighted:

- Immediately close all windows and doors.
- Call Savannah Technical College Police Department at 912-443-5200
- Move to inner hallways, as close as possible to the center of the building.
- Get in a crouched position while facing a wall.
- Use coats, jackets, etc., as protection for your head.
- Do not leave the building. Visual sighting leaves little time to locate shelter.
- If outside, take cover immediately, preferably in a ditch, or other low lying area.
- Remain in shelter until directed by your supervisor or safety personnel to leave.

Bomb Threat

In the event of a bomb threat:

- Gather as much information as possible from the caller by use of the checklist available on the next page (11).
- Call the Savannah Technical College Police Department at 912-443-5200 or 911.
- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, *even if the caller does.*
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, notify them yourself, *from another telephone.*
- If your phone has caller display copy the phone number and letters that appear on the display window.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:



Homeland Security

Mental Health Crisis

For someone feeling/experiencing any of the following:

- Threatens to or talks about hurting or killing themselves
- Feels Hopeless
- Feels rage or uncontrolled anger
- Feels trapped, like there is no way out
- Engages in reckless behaviors
- Increases alcohol or drug use
- Withdraws from friends and family
- Feels anxious, agitated, or unable to sleep
- Encounters dramatic mood changes
- Sees no reason for living

Immediately call the Savannah Technical College Police Department at 912-443-5200. Then you can call the Georgia Crisis Line at 1-800-715-4225. They have counselors who can assist the person whether over the phone or in person.

The Georgia Crisis Line is a 24hour a day 7 day a week toll-free, confidential hotline available anywhere in Georgia.

Missing Student/Kidnapping

In the event a student is reported missing or kidnapped, the following actions must be taken:

- The STC Campus Police Department must immediately be notified at 912-443-5200.
- Additional Law Enforcement will be notified by the Campus Police Department.
- Parents or next-of-kin will be notified in coordination with Law Enforcement.
- Students, faculty and staff will be notified by phone or messenger.

Response:

- School staff will be directed by the senior administrator available to conduct a thorough search of the school building and grounds to include restrooms, closets, and any other buildings.
- A description of the missing person will be provided.
- If available, a picture of the missing person will be provided.
- Witnesses should gather any information possible regarding description of any suspects or vehicles, including license plates, involved in the incident.
- Law Enforcement should be directed to any witnesses.
- If a threat of a kidnapping or any additional danger is perceived, the lockdown protocol will be initiated.

First Aid Kits

First Aid kits are located throughout the College in numerous locations. These are regularly stocked and maintained by STC Police personnel. These boxes include a number of items needed for everyday first aid.

AED's

Automated External Defibrillators are located on every floor in every building for STC. Police personnel are trained on the use and location of these items. They can be found in large white boxes affixed to the wall in each building.



Evac Chairs

Evacuation chairs are located in every public stairwell (Savannah Campus only). These can be used to assist persons getting down the stairwell's in emergency situations.



School Safe Devices

All classrooms at STC have been outfitted with either School Safe devices or push-button locking mechanisms.

For rooms using the school safe devices:

- The doors remain locked at all times
- The School Safe devices work as a door stop to hold the door open about 1/8 of an inch
- The School Safe Device can be found on either the door or door frame and is simply flipped up or down and the door shut to lock the door

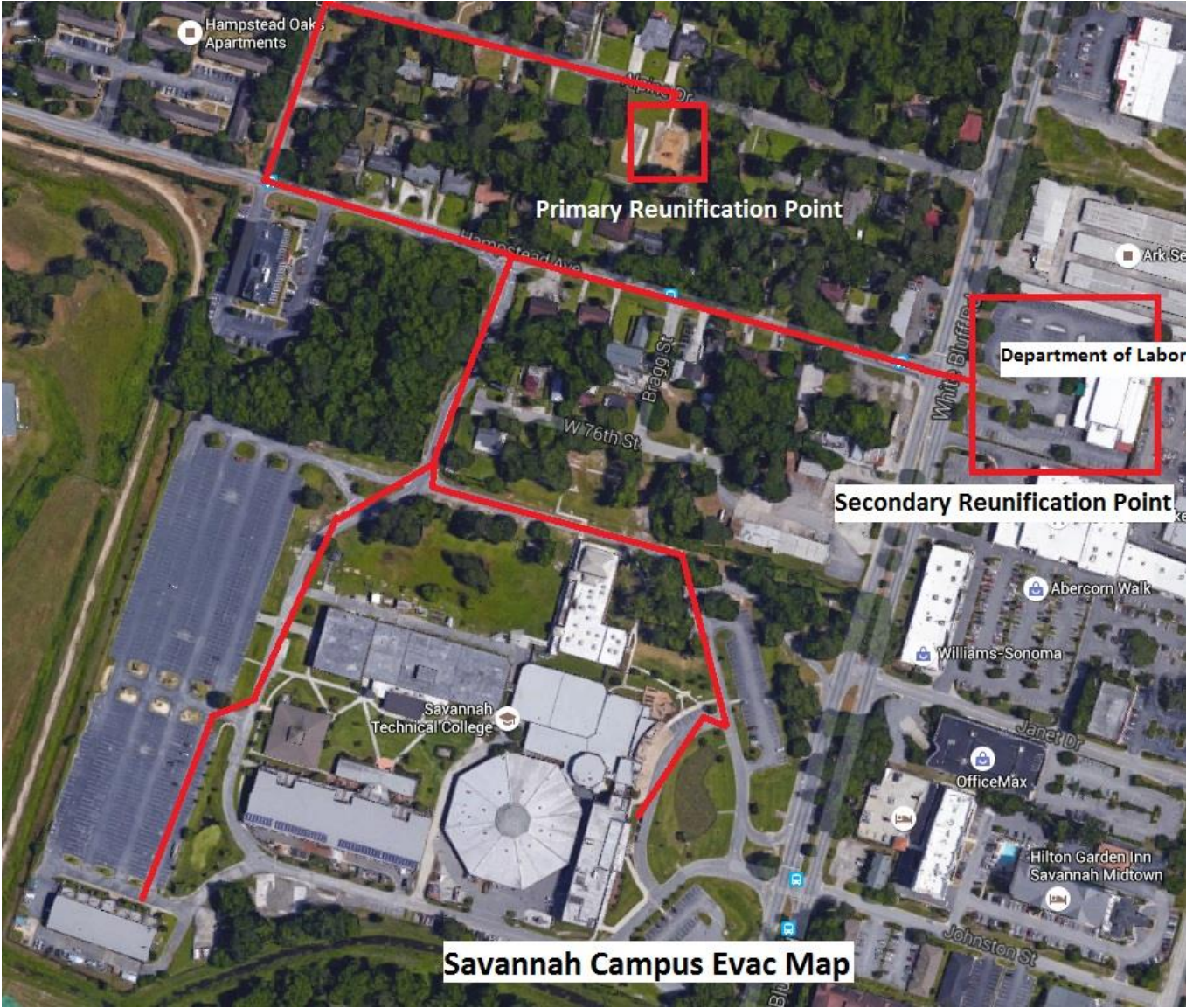


EVACUATION PROTOCOL

Evacuation of all or part of the campus may be necessary should an emergency situation arise which threatens the safety of the campus community. An evacuation will normally be signaled by sounding the fire alarm or, in some cases, by notification from College Police and Public Safety Officers or other college administrators.

In an evacuation, individuals will be moved at least 1000 feet from the danger point. The evacuation will be supervised by College Police and Public Safety Officer Personnel or other college administrators and will be directed through the safest and fastest route of travel. Normally the existing roadways and sidewalks will be used; however, if these routes are not accessible, the most direct and safest route should be taken.

Savannah Campus



Liberty Campus



Crossroads Campus

