

BREWTON-PARKER COLLEGE
CRISIS RESPONSE MANUAL
Last update: July 1, 2010

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PURPOSE

The safety and security of all members of the college community, and that of the property and facilities of the college, are of the utmost importance. The college must take reasonable steps to ensure such safety and security and to promote among its community members such practices that enhance and advance a safe and secure environment. This plan provides the basis for the college's program of safety, security, and environmental health. The plan is designed to ensure compliance by the college with federal, state and local regulations pertaining to environmental health and safety, specifically those related to the Occupational Safety and Health Act of 1970, the National Fire Protection Association Regulations and the Georgia State Fire Marshall's regulations, and the State of Georgia Health Department regulations.

ASSIGNMENT OF RESPONSIBILITY

Oversight and executive responsibility for the safety, security and environmental health of the college community shall lie with the Chief Safety Officer. The Chief Safety Officer will provide the resources required to implement this plan and any future revisions.

The Chief Safety Officer will consult with appropriate administrators, faculty, staff and students as necessary in the implementation and revision of this plan and any such other plans that may be required. The Chief Safety Officer will, as often as necessary but at least annually, review this plan and update it as needed. He is responsible for promulgating relevant components of this plan throughout the college community through appropriate channels. The Dean of Students is designated as Security Officer for the campus and will report security issues directly to the Chief Safety Officer.

Mr. Jim Beall, Chief Safety Officer
912-583-3257
P.O. Box 197 CMB# 2032
Mount Vernon, GA 30445

EMERGENCY CONTACT INFORMATION

Mount Vernon Campus

Brewton-Parker College
201 David-Eliza Fountain Circle
Mount Vernon, Georgia 30445

<u>Office</u>	<u>Weekday Phone</u>	<u>Evenings/Weekends Phone</u>
Plant Operations	ext. 3280 912-583-3280	912-585-0395 (912) 253-9353
Office of Student Affairs	ext. 3207 912-583-3207	
Director of Residence Life	ext. 3221 912-583-3221	
Chief Safety Officer	ext.3257 912-583-3257	
Campus Security	ext. 3207 912-583-3207	912-253-9290
Business Office	ext. 3290 912-583-3290	
Atlanta Gas Light	(877) 427-4321	
Campus Clinic	912-583-4739	
Mount Vernon Police/Fire	911 912-583-2323 (Police)	
Ailey Police	911	
Ailey Fire	912-583-2465	
Montgomery Co. Sheriff	912-583-2521	912-583-2321
Ambulance	911	
Montgomery Co. EMA <i>Mr. John Meff, Director</i>	912-583-4246	
Georgia EMA	1-800-879-4362	

External Campuses/Centers

NEWNAN

770-683-3245

Central Education Center
160 Martin Luther King Jr. Drive
Newnan, Georgia 30263

Janie Lore, Center Director

home: 770-253-9598

Fire Department

770-254-3911

770-253-1851

Police Department

770-254-3911

770-254-2355

Atlanta Gas Light

(877) 427-4321

Coweta Co. EMA

770-254-2650

Mr. Eddie S. Ball, Director

ACCIDENT REPORTING

1. Students, faculty, and staff will report all accidents to the Student Affairs Office or external campus/center director.
 - a. The Student Affairs Office will maintain the incident report on file on all student related accidents and prepare a quarterly report.
 - b. The Student Affairs Office will investigate the cause of the accident and recommend steps to implement corrective measures to the Chief Safety Officer.
 - c. If a hazard exists, which caused the accident, an immediate report with detailed information about the hazard and possible corrections will be filed with the Chief Safety Officer who will take appropriate steps to correct the hazard.
2. The Student Affairs Office will prepare an annual report.

INSPECTIONS

MOUNT VERNON CAMPUS

1. Annual inspections are conducted by the following:
 - a. The State Fire Marshall
 - b. Insurance Inspectors
2. Other periodic inspections will be conducted by:
 - a. The State Health Inspector
 - i. The State Health Inspector will report food services-related health concerns to the Food Service Director. The Food Service Director will be responsible for effecting a prompt correction to food services-related health concerns.
 1. Copies of the State Health Inspector's report will be submitted for filing to the Chief Safety Officer.
 2. The Food Service Director's report detailing any corrective actions to food services-related concerns will be submitted for filing to the Chief Safety Officer along with an appropriate timeline for action completion.
 - ii. Non-food services-related health concerns found by the State Health Inspector will be reported to the Chief Safety Officer who will seek appropriate corrective measure. An appropriate timeline for action completion will also be created.
3. The BPC Plant Operations staff will be proactive in the discovery of potential hazards on campus and will take the following measures on a case-by-case basis:
 - a. The Plant Operations staff (housekeeping and maintenance) will report hazards to the Director of Plant Operations.
 - b. The Director of Plant Operations will file copies of the report(s) – as well as appropriate corrective actions to be taken – with the Chief Safety Officer. An appropriate timeline of completion of the corrective actions will be included in the report.

4. Quarterly inspections and subsequent reports from the following will be filed with the Chief Safety Officer:
 - a. Building managers
 - b. External center/campus directors
 - i. The report will indicate any one of the following (in order of importance):
 1. Overt hazards found at time of inspection
 - a. Description(s)
 2. Potential hazards found at time of inspection
 - a. Description(s)
 3. No hazards at time of inspection
 - ii. Any overt or potential hazards will be reported to Plant Operations by the Chief Safety Officer. A report of suggested corrective action(s) will be filed by Plant Operations with the Chief Safety Officer. An appropriate timeline of completion of the corrective actions will also be included in the report.

EXTERNAL CENTERS

BPC does not own the physical buildings of the following external centers –Newnan. Any regular inspections performed and subsequent reports filed on these properties are the responsibility of each building’s administration.

DISPOSAL OF HAZARDOUS WASTE

BATTERIES We have placed special containers for used batteries – i.e. lead acid, ni-cad, silver, magnesium, mercury and thermal batteries -- in every building. Note that cell phone batteries can still be recycled. Plant operations employees will check these on a weekly basis and take them to central storage and place in a properly labeled, closed and dated container.

BULBS AND OTHER ITEMS CONTAINING MERCURY When fluorescent, halogen, mercury vapor, metal halide, high pressure sodium, neon or other bulbs which contain mercury are replaced, plant operations employees will transport the used bulbs to central storage and place them in a properly labeled, closed and dated container. Any other equipment containing mercury must be disposed of in the same manner.

E WASTE Used e waste – i.e. computers, monitors or computer parts which are no longer useable -- will be transported by plant operations employees to central storage and placed in properly labeled and dated containers.

PROCEDURE FOR AEROSOL CONTAINERS:

We must also dispose of aerosol containers – i.e. any containers with contents under pressure -- in compliance with EPA regulations. We are instituting the following procedure. When you have used aerosol containers, please contact Plant Operations to schedule pick up on Monday, Wednesday or Friday.

All universal waste will be disposed of by a licensed universal waste hauler on at least an annual basis.

None of the above referenced items – batteries, bulbs or other items containing Mercury or Aerosol Containers can be placed in the regular trash. Placing the above items in the regular trash is a violation of EPA regulations and Federal Law.

EVACUATIONS

1. Building Evacuations

- a. All buildings will be evacuated immediately when an alarm sounds and/or upon notification by responsible authorities and in the residence halls by the residence hall director or resident assistant. Follow the building evacuation plan that is posted in each building.
- b. When the building evacuation alarm is sounded or evacuation orders are issued, leave the building in a calm, orderly manner by the nearest exit and alert others to do the same.
- c. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your assembly points and familiarize yourself with evacuation plans posted in your building.
- d. Do not return to an evacuated building unless told to do so by a college official.
- e. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post, unless you have official business.
- f. Take the roster of individuals who occupy the building and report to the command post that all are accounted for and all is clear.

IMPORTANT: After any evacuation, report to your designated assembly area. Stay there until an accurate head count is taken.

2. Campus Evacuation

- a. Evacuation of all or part of the campus will be announced.
- b. All persons (students, faculty, staff and visitors) are to immediately vacate the site in question and relocate to another part of the campus or off campus as directed.

UTILITY FAILURE

Isolated failure

1. In the event of an isolated utility failure during regular business hours, (8 a.m. - 5 p.m., Monday – Friday), locate the nearest working phone and contact Plant Operations (ext. 280). If Plant Operations is unable to resolve the situation, the local power company will be contacted to begin the process of restoring power to the effected building.
 - a. Once the local power company is contacted, the Director of Plant Operations will contact the Chief Safety Officer to report the incident.
2. If the isolated utility failure occurs after hours or on weekends or holidays, locate the nearest working phone and contact Plant Operations – (912) 585-0395. Plant Operations will contact Campus Security to notify the officer on duty of the

- situation. If Plant Operations is unable to resolve the situation, the local power company will be contacted to begin the process of restoring power to the effected building.
- a. Once the local power company is contacted, the Director of Plant Operations will contact the Chief Safety Officer to report the incident.
3. Emergency lighting will activate as a result of the utility failure. **If an evacuation of the effected building is ordered:**
 - a. Proceed calmly to the nearest exit and evacuate the building.
 - b. Assist the handicapped in exiting the building.
 - c. Once outside, move to a clear area at least 500 feet away from the scene and report to **your designated assembly point**. This is based on the location of the effected building as multiple buildings (both effected and non-effected) may be evacuated. Stay at your designated assembly point until an accurate head count is taken.
 - d. Keep the walkways, fire lanes, and hydrants clear for emergency crews.
 4. If requested by Plant Operations, assist the emergency crews as necessary.
 5. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post, unless you have official business.
 6. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by college personnel.
 7. If power is restored without the assistance of the local power company, the Director of Plant Operations will file a report of the incident with the Chief Safety Officer.

Campus-wide utility failure

1. In the event of a campus-wide utility failure, the battery backup on the phone system will allow phones to be operational for 2 to 4 hours after the utility failure depending on battery condition and service demand. After that period, phones will go down and individuals should rely on personal cell phones or pay phones for communication.
2. In the event of a campus-wide utility failure during regular business hours and if the phone system is not operational, the Director of Plant Operations will contact the local power company via cell phone to begin the process of restoring power to the campus.
 - a. Once the local power company is contacted, the Director of Plant Operations will contact the Chief Safety Officer via cell phone to report the incident.
3. The Chief Safety Officer will brief the Office of Marketing at to the status of the incident and a projected time of the restoring of power. The Office of Marketing will communicate with building managers – via cell phone or word of mouth – a status report of the incident. **If it's determined that the utility failure will be long-term (more than 24 hrs.):**
 - a. A decision will be made by the college's administration as to the cancellation of the college's daily operations (classes, faculty and staff offices, etc.)

4. If daily operations are cancelled, the decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct the Office of Marketing to communicate the decision to the following local media outlets via cell phone:
 - i. WTCQ-FM 97.7 Vidalia
 - ii. WYUM-FM 101.7 Vidalia
 - iii. WVOP-AM 970 Vidalia
 - iv. WLYU-FM 100.9 Lyons
 - v. WPHJ-TV Channel 46 Vidalia
 - vi. WTOC-TV Savannah
5. The decision will also be distributed to the following outlets:
 - i. BPC's homepage
 - ii. Campus wide email
 - iii. All residence halls via RD's and RA's
 - iv. All academic/administration buildings via building managers
6. Once power is restored, the Office of Marketing – in consultation with the Chief Safety Officer – will alert the above outlets as to the resumption of the college's daily operations.
7. The Director of Plant Operations will file a report of the incident with the Chief Safety Officer.
8. If power is restored without the assistance of the local power company, the Director of Plant Operations will file a report of the incident with the Chief Safety Officer.

Utility failure – All external centers

BPC does not own the physical buildings of the following external centers –Newnan.

1. In the event of a utility failure at an external center, the center director will alert the Chief Safety Officer of the incident and will brief the Chief Safety Officer as to the status of the restoring of power.
2. The Chief Safety Officer will alert the college's administration – including the Associate Director of External Programs – of the situation.
3. A decision will be made by the administration where BPC's external center is located about the cancellation of the center's daily operations as a result of the utility failure. If operations are cancelled, the center director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration who will ultimately decide whether BPC classes will be cancelled or moved to an alternate location.
4. The resulting decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct BPC's Office of Marketing to alert the appropriate media outlets in the city of the effected external center.
 - a. **Media information?**
5. Once power is restored to the external center building, the director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration and the Office of Marketing. The appropriate media outlets will be contacted with regards to the resumption of operations at the external center.

COMPUTER AND INTERNET SAFETY

1. **Fire or smoke hazard** - If you notice any fire or see smoke, unplug the computer from the electrical wall outlet immediately, locate the closest fire extinguisher if fire is present in order to put out the flames. If you do not see fire or smoke but smell smoke or a burning odor, power down the computer immediately by pressing the on/off button. Once these hazards have been controlled, notify Technology Services so the computer can be removed and taken out of service.
2. **Sensitive or personal information** - Do not give out sensitive or personal information online. This includes last name, city, address, phone numbers, and your school name or location. The amount of information that is easily obtainable on the Internet is always increasing. Even if you don't give out all of your personal information, with the right clues, and the right resources, figuring out the rest is not difficult. Avoid giving out your credit card number or any other financial or otherwise sensitive information
 - a. If you do give out personal information, make sure you trust the person. Make sure you know as much personal information about them as they do about you and verify it! Usually the smart thing to do is to keep online friendships online.
3. **Online harassment and threats** - Receiving threats and harassment can be common online. It's usually best not to respond to the threats.
 - a. If you do respond, it should be to the postmaster or technical support of the person's Internet Service Provider. This address is usually [postmaster@\[domainname\].com](mailto:postmaster@[domainname].com) or [support@\[domainname\].com](mailto:support@[domainname].com) . Some online service providers have special email addresses for reporting harassment. If you are unsure of the correct address, call the ISP. You may also report harassment to your own ISP.
4. **Computer common sense** - Don't do anything online that you wouldn't do in person. That includes your language and actions and what you tell the person you're "gonna do" to them. The main reason you even hear about bad things happening to people because of the Internet is usually because they didn't use common sense. The Internet has seen a tremendous amount of growth very quickly... lots of people are online, without even knowing what they're doing. This is how they become vulnerable and can become online victims.
5. **Suspicious email** - If you receive an email from a sender that you are not familiar with, or that you do not know, do not open or reply to the email. Also, do not open any attachments that may have been sent with the email. Emails and email attachments are a common way for viruses and damaging programs to be transferred from one computer to another. Responding to some emails can also lead to "spam" email which can also be used to obtain personal information stored on a computer. Do not be embarrassed to question the sender of any email. The domain name contained in the email address will usually give an indication as to the business or provider the email was sent from. If possible, call the business or provider to verify the legitimacy of the email if you have any doubts at all.

- a. If you do open an email or attachment that has an affect on computer performance, contact Technology Services so that your computer can be checked for any threatening programs or viruses.

PLUMBING FAILURE/FLOODING

MAIN CAMPUS

The following steps should be taken in the event of a plumbing failure/flooding incident on campus:

1. Contact Plant Operations (ext. 3280) if the incident occurs during regular business hours (Monday – Friday 8 a.m. – 5 p.m.).
2. If the incident occurs during nights, weekends, or holidays, contact Plant Operations (912) 585-0395. Plant Operations will alert campus security of the incident.
3. Plant Operations personnel will instruct those closest to the scene to evacuate or not evacuate the area.
 - a. **If an evacuation of the effected building is ordered:**
 - i. Move to a clear area away from the scene and report to **your designated assembly point**. This is based on the location of the effected building as multiple buildings (both effected and non-effected) may be evacuated. Stay there until an accurate head count is taken. Keep walkways, fire lanes, and hydrants clear for possible use by emergency crews.
 - ii. Do not return to the evacuated building until given the instruction to do so by college officials.
4. If the incident is unable to be resolved by Plant Operations personnel, outside companies/authorities shall be contacted by Plant Operations for assistance.
 - a. A Campus Emergency Command Post may be set up near the scene. Keep clear of this post unless you have official business.
5. Once other companies/authorities have been contacted, Plant Operations shall contact the Chief Safety Officer about the incident.
6. If Plant Operations resolves the situation without the assistance of outside companies/authorities, the Director of Plant Operations will file a report of the incident with the Chief Safety Officer.

EXTERNAL CENTERS

BPC does not own the physical buildings of the following external centers –Newnan.

1. In the event of a plumbing failure/flooding incident at an external center, the center director will alert the Chief Safety Officer of the incident and will brief the Chief Safety Officer as to the status of resolving the situation.
2. The Chief Safety Officer will alert the college’s administration – including the Associate Director of External Programs – of the situation.
3. A decision will be made by the administration where BPC’s external center is located about the cancellation of the center’s daily operations as a result of the

- incident. If operations are cancelled, the center director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration who will ultimately decide whether BPC classes will be cancelled or moved to an alternate location.
4. The resulting decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct BPC's Office of Marketing to alert the appropriate media outlets in the city of the effected external center.
 - a. **Media information?**
 5. Once the situation is resolved, the director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration and the Office of Marketing. The appropriate media outlets will be contacted with regards to the resumption of operations at the external center.

NATURAL GAS LEAK EMERGENCY PROCEDURES

An unscheduled release of natural gas could occur anywhere, anytime on campus. This is including, but not limited to, any one of the following scenarios:

1. The reported smell of gas by administration, faculty, staff, or students
2. An automobile striking a meter set
3. Damage to an underground gas line by excavators
4. Natural disaster
5. Weather (tornado, hurricane, thunderstorm, etc.)
6. Fire outside of a residence hall
7. Fire inside a residence hall

a. MAIN CAMPUS

The following steps shall be taken in the event of an unscheduled release of natural gas on main campus:

1. Cease all operations and do not switch on lights or any electrical equipment. Electrical arcing may trigger an explosion.
2. Report the incident to the Plant Operations office. Be specific about the nature of the incident (smell or sound of natural gas, probable cause).
3. Plant Operations personnel will instruct those closest to the scene to evacuate or not evacuate the area.
 - a. **If an evacuation of the area is ordered:**
 - i. Move to a clear area at least 500 feet away from the scene and report to **your designated assembly point**. This is based on the location of the effected building as multiple buildings (both effected and non-effected) may be evacuated. Keep walkways, fire lanes, and hydrants clear for possible use by emergency crews.
4. If the incident is unable to be resolved by Plant Operations personnel, Atlanta Gas Light (AGL) and other authorities shall be contacted by Plant Operations for assistance.
 - a. A Campus Emergency Command Post may be set up near the scene. Keep clear of this post unless you have official business.

5. Once AGL and other authorities have been contacted, Plant Operations shall contact the Chief Safety Officer (CSO) about the incident.
6. If Plant Operations resolves the situation without the assistance of AGL or additional authorities, the Director of Plant Operations shall contact the CSO so that the incident may be filed with the CSO's office.

b. EXTERNAL CENTERS

BPC does not own the physical buildings of the following external centers –Newnan.

1. In the event of an unscheduled release of natural gas at an external center, the center director, faculty, staff and students of BPC will follow the instruction of the local building's administrative personnel.
2. The center director will alert the Chief Safety Officer of the incident and will brief the Chief Safety Officer as to the status of resolving the situation.
3. The Chief Safety Officer will alert the college's administration – including the Dean and Associate Director of External Programs – of the situation.
4. A decision will be made by the local building's administrative personnel about the cancellation of the building's daily operations as a result of the incident. If operations are cancelled, the center director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration who will ultimately decide whether BPC classes will be cancelled or moved to an alternate location.
5. If classes are cancelled, the resulting decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct BPC's Office of Marketing to alert the appropriate media outlets in the city of the effected external center.
 - a. **Media information?**
6. Once the situation is resolved, the director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration and the Office of Marketing. The appropriate media outlets will be contacted with regards to the resumption of operations at the external center.

VENTILATION PROBLEM

MAIN CAMPUS

The following steps should be taken if smoke or other odors begin to come through the campus' ventilation system:

1. Contact Plant Operations (ext. 3280) if the incident occurs during regular business hours (Monday – Friday 8 a.m. – 5 p.m.). Be specific about the type of odor and the exact location.
2. If the incident occurs during nights, weekends, or holidays, contact Plant Operations (912) 585-0395. Be specific about the type of odor and the exact location. Plant Operations will alert campus security of the incident.

3. Plant Operations personnel will assess the situation and will instruct those closest to the scene to evacuate or not evacuate the area.
 - a. **If an evacuation of the effected building is ordered:**
 - i. Move to a clear area away from the scene and report to **your designated assembly point**. This is based on the location of the effected building as multiple buildings (both effected and non-effected) may be evacuated. Stay there until an accurate head count is taken. Keep walkways, fire lanes, and hydrants clear for possible use by emergency crews.
 - ii. Do not return to the evacuated building until given the instruction to do so by college officials.
4. If the incident is unable to be resolved by Plant Operations personnel, outside companies/authorities shall be contacted by Plant Operations for assistance.
 - a. A Campus Emergency Command Post may be set up near the scene. Keep clear of this post unless you have official business.
5. Once other companies/authorities have been contacted, Plant Operations shall contact the Chief Safety Officer about the incident.
6. If Plant Operations resolves the situation without the assistance of outside companies/authorities, the Director of Plant Operations will file a report of the incident with the Chief Safety Officer.

EXTERNAL CENTERS

BPC does not own the physical buildings of the following external centers –Newnan.

1. In the event of a problem with the ventilation system at an external center, the center director will alert the Chief Safety Officer of the incident and will brief the Chief Safety Officer as to the status of resolving the situation.
2. The Chief Safety Officer will alert the college's administration – including the Dean and Associate Director of External Programs – of the situation.
3. A decision will be made by the administration where BPC's external center is located about the cancellation of the center's daily operations as a result of the incident. If operations are cancelled, the center director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration who will ultimately decide whether BPC classes will be cancelled or moved to an alternate location.
4. The resulting decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct BPC's Office of Marketing to alert the appropriate media outlets in the city of the effected external center.
 - a. **Media information?**
5. Once the situation is resolved, the director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration and the Office of Marketing. The appropriate media outlets will be contacted with regards to the resumption of operations at the external center.

TELEPHONE SYSTEM FAILURE

In the event of a telephone system failure, persons will need to utilize personal cell phones or pay phones located on their local center/campus, if available, or near their local center/campus. A pay phone is located at the Friendly Gus store next to the main campus. If a network or power failure occurs on the main campus, the battery backup on the phone system will allow phone calls to be placed from the Jordan Building for up to 1 hour after the power outage depending on battery condition and service demand. After that period, phones will go down and individuals should rely on the alternative options stated earlier. If the phone system remains inoperable for an extended period of time, notification will be posted on the Brewton-Parker web site for public information. An emergency line, independent of the main campus phone system, is available in the President's Office.

CHEMICAL OR RADIATION SPILL

1. Immediately report any spillage of a hazardous chemical or radioactive material to Plant Operations at Ext. 3280 or external campus/center director.
2. When reporting, be specific about the nature of the material involved and the exact location. Plant Operations will contact the necessary specialized authorities and medical personnel.
3. The key person present should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of safety and fire personnel.
4. Anyone who is contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and identify themselves to Plant Operations. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the building alarm.
6. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. Assist the handicapped in exiting the building.
8. Once outside, move to a clear area at least 500 feet from the affected buildings. Stay there until an accurate head count is taken. Keep streets, fire lanes, hydrants, and walkways clear for emergency crews as necessary.
9. If requested, help emergency crews as necessary.
10. A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
11. Do not return to an evacuated building unless told to do so by a college official.

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations, such as marches, meetings, picketing and rallies, can be expected to be peaceful and non-obstructive. However, if any of the following conditions exist, the Student Affairs Office, Ext. 3207 or external campus/center director should be notified immediately:

- Interference with the normal operations of the college.
- Prevention of access to office, buildings or other college facilities.
- Threat of physical harm to persons or damage to college facilities.

1. The BPC personnel will assess the situation and notify the Student Affairs office at Ext.3207 during the 8:00am-5:00pm working hours. BPC security will be notified after 6:00pm at 912-253-9290.
2. The location and level of the disruption as well as the resources needed should be included in the information.
3. The students involved will be isolated in a small group setting when possible to ensure safety of others.
4. The BPC personnel will notify local law enforcement as needed.
5. Students responsible for the disturbance will be identified by College officials and dealt with according to the BPC conduct code regulations.

EXPLOSIONS

MAIN CAMPUS

The following steps should be taken in the event of an explosion on campus:

1. Immediately take cover under tables, desks, or other objects which will give protection against falling flags or debris.
2. As soon as conditions permit, immediately call 911. Give your name and describe the location and nature of the emergency.
3. Call Plant Operations (ext. 3280). If the explosion happens on nights, weekends, or holidays, call (912) 585-0395. The Director of Plant Operations will contact the Chief Safety Officer about the incident.
4. If necessary, or when directed to do so, activate the building alarm.
 - a. **CAUTION:** The building alarm rings only in some buildings, so you must report the emergency to Plant Operations by phone also.
5. When the building evacuation alarm is sounded, or when told to leave by college officials, follow the building evacuation plan that is posted in each building.
6. Assist the handicapped in exiting the building. Do not panic.
7. Once outside move to a clear area that is at least 500 feet away from the effected building(s) and report to your **designated campus area assembly point**. Stay there until an accurate headcount is taken. Keep streets and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. Once the area has been secured by local authorities, a campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post, unless you have official business.
10. Do not return to an evacuated building unless told to do so by college officials.
11. Local authorities will brief the Chief Safety Officer as to the status of the situation. The Chief Safety Officer will brief the college's administration of the situation.
 - a. A decision will be made by the college's administration as to the cancellation of the college's daily operations (classes, faculty and staff offices, etc.)
 - b. If daily operations are cancelled, the decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct the Office of Marketing to communicate the decision to the following local media

outlets via cell phone:

- | | |
|-----------------------|----------|
| i. WTCQ-FM 97.7 | Vidalia |
| ii. WYUM-FM 101.7 | Vidalia |
| iii. WVOP-AM 970 | Vidalia |
| iv. WLYU-FM 100.9 | Lyons |
| v. WPHJ-TV Channel 46 | Vidalia |
| vi. WTOC-TV | Savannah |

12. The decision will also be distributed to the following outlets:
 - i. BPC's homepage
 - ii. Campus wide email
 - iii. All residence halls via RD's and RA's
 - iv. All academic/administration buildings via building managers
13. Once conditions warrant the resumption of the college's daily operations, the Office of Marketing – in consultation with the Chief Safety Officer – will alert the above outlets.
14. The Director of Plant Operations will file a report of the incident with the Chief Safety Officer.

EXTERNAL CENTERS

BPC does not own the physical buildings of the following external centers –Newnan.

1. In the event of an explosion at an external center, immediately take cover under tables, desks, or other objects which will give protection against falling flags or debris.
2. Follow the instruction of local authorities and the building's administration personnel.
3. As soon as conditions permit, the center director will alert the Chief Safety Officer of the incident.
4. The Chief Safety Officer will alert the college's administration – including the Associate Director of External Programs – of the situation.
5. A decision will be made by the administration where BPC's external center is located about the cancellation of the center's daily operations as a result of the incident. If operations are cancelled, the center director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration who will ultimately decide whether BPC classes will be cancelled or moved to an alternate location.
6. The resulting decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct BPC's Office of Marketing to alert the appropriate media outlets in the city of the effected external center.
 - a. **Media information?**
7. Once conditions warrant the resumption of the building's daily operations, the center director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration and the Office of Marketing. The appropriate media outlets will be contacted with regards to the resumption of operations at the external center.

FIRE

MAIN CAMPUS

The following steps should be taken to report a fire on campus:

1. Activate the nearest fire alarm in the effected building.
2. Call 911. Give information requested by the dispatcher. Stay on the line until released by the dispatcher.
3. Call Plant Operations (ext. 3280). Give the fire location to the Plant Operations secretary. Stay on the line until released by the Plant Operations secretary.
4. On nights, weekends, and holidays, call (912) 585-0395. The Director of Plant Operations will alert campus security and the Chief Safety Officer.
5. If possible, turn off all power to machines and equipment.
6. If possible, turn off all lights (except emergency lighting).
7. Evacuate the building immediately following the evacuation route posted in the building. Do not panic. Move as quickly and orderly as possible. No running, pushing, or loud talking should be allowed.
8. If smoke is present, keep low to the floor.
9. Before opening a door, feel the upper portion of the door or the doorknob. If the upper door or the doorknob is hot, do not open the door.
10. If the door or doorknob is not hot, brace yourself against the door and open it slightly.
11. If the heat or heavy smoke is encountered in the corridor, close the door and stay in the room.
12. Keep the door closed, and if your windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke; open the bottom slightly to let in fresh air.
13. Seal the cracks around the door with clothing, tape or other material, soaking it with water if available.
14. Hang an object out the window, such as a shirt, jacket, towel or anything that will attract attention.
15. If you can leave the room, close the doors behind you as you move to the closest exit or stairway. This will retard the spread of smoke and fire and lessen damage.
16. If the nearest exit is locked, go to an alternative exit. If all exits are blocked, go to a room furthest from the fire, close the door and follow procedures described in #6 through #8.
17. Once the building evacuation is complete, move to a clear area at least 500 feet away from the scene and report to **your designated assembly point**. Stay there until an accurate headcount is taken. Keep walkways, fire lanes, and hydrants clear for possible use by emergency crews.
18. Once the area has been secured by local authorities, a campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post, unless you have official business.
19. Do not return to the building until given the instruction to do so by college officials.
20. Local authorities will brief the Chief Safety Officer as to the status of the situation. The Chief Safety Officer will brief the college's administration of the situation.

- a. A decision will be made by the college's administration as to the cancellation of the college's daily operations (classes, faculty and staff offices, etc.) or whether classes will be relocated to an alternate building.
 - b. If daily operations are cancelled, the decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct the Office of Marketing to communicate the decision to the following local media outlets via cell phone:
 - i. WTCQ-FM 97.7 Vidalia
 - ii. WYUM-FM 101.7 Vidalia
 - iii. WTCQ-FM 97.7 Vidalia
 - iv. WVOP-AM 970 Vidalia
 - v. WLYU-FM 100.9 Lyons
 - vi. WPHJ-TV Channel 46 Vidalia
 - vii. WTOC-TV Savannah
 - c. The decision will also be distributed to the following outlets:
 - i. BPC's homepage
 - ii. Campus wide email
 - iii. All residence halls via RD's and RA's
 - iv. All academic/administration buildings via building managers
21. Once conditions warrant the resumption of the college's daily operations, the Office of Marketing – in consultation with the Chief Safety Officer – will alert the above outlets.
 22. If daily operations are **not** cancelled and classes are relocated, the Provost of the college will work with the chair of the division whose classes are affected to determine an alternate location for classes. Once the decision has been made, the Provost and Division Chair will work with the Office of Marketing to ensure effective communication of the class relocation to faculty and students.
 23. The Director of Plant Operations will file a report of the incident with the Chief Safety Officer.

EXTERNAL CENTERS

BPC does not own the physical buildings of the following external centers –Newnan.

1. In the event of a fire at an external center, follow the instruction of local authorities and the building's administration personnel.
2. As soon as conditions permit, the center director will alert the Chief Safety Officer of the situation.
3. The Chief Safety Officer will alert the college's administration – including the Associate Director of External Programs – of the situation.
4. A decision will be made by the administration where BPC's external center is located about the cancellation of the center's daily operations as a result of the incident. If operations are cancelled, the center director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration who will ultimately decide whether BPC classes will be cancelled or moved to an alternate location.

5. The resulting decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct BPC's Office of Marketing to alert the appropriate media outlets in the city of the effected external center.
 - a. **Media information?**
6. Once conditions warrant the resumption of the building's daily operations, the center director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration and the Office of Marketing. The appropriate media outlets will be contacted with regards to the resumption of operations at the external center.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken.

SECURITY FOR RESIDENCE HALLS

Students are expected to be within the residence hall complex **by 12:00 midnight Sunday through Thursday, and 1:00 a.m. Friday and Saturday nights.**

1. If a resident is going to be late, past curfew, they must contact the Resident Director/Resident Assistant immediately and let them know the reason and when they will be arriving. All RD/RA numbers are posted in the Residence Halls for all students.
2. Immediately report any maintenance deficiencies that may compromise building security to your Residence Hall RD.
3. Security systems along with procedures are provided for your protection. You should follow these procedures at all times.
4. An Environmental Health and Safety Manual is issued to each student. Students should familiarize themselves with this manual and the policies and procedures contained therein.
5. When the security guard is on duty, he is under the supervision of the Dean of Students and will file all reports relating to safety and security with the Dean of Students.
6. BPC security guards have mobile phones (253-9280) that are used while on patrol. The phones enable them to contact local police and the sheriff's office directly.

BOMB THREAT

1. **Telephone Threat:** If you receive a phone call warning of a bomb, take it seriously and call 911 as soon as you get off the phone with the bomber. The following steps should be taken:
 - a. Remain Calm. It is rare that a bomb threat caller does not give notice in ample time to insure safety of building occupants.
 - b. Listen intently for voice or speech peculiarities and for background noises. Be alert for repeated use of particular words or phrases. Pay close

attention to how the caller talks. Peculiarities of speech and voice can aid in later investigations.

- c. Record immediately the date and exact time the call is received.
- d. If possible, ask the caller the following questions:
 - i. **When will the bomb explode?**
 - ii. **Where is the bomb?**
 - iii. **What does the bomb look like?**
 - iv. **What kind of bomb is it?**
 - v. **What will cause the bomb to explode?**
 - vi. **Did you place the bomb?**
 - vii. **Where are you calling from?**
 - viii. **What is your name?**
 - ix. **If possible, keep the caller on the line and have another person call 911. If this is not possible call 911 yourself.**
2. **Bomb/Suspicious item:** If you locate a suspicious item that you feel may be a bomb, take the following steps to evacuate your building:
 - a. Do not disturb the item.
 - b. Do not cover the item.
 - c. Do not search for secondary items.
 - d. Leave the building immediately.
 - e. Call campus security or 911 after you have left the building.

Information taken from: Georgia Bureau of Investigation. 2003. *A Guide to Handling Bomb Incidents*. Atlanta, GA: Georgia Bureau of Investigation.

ACTIVE SHOOTER

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building, we recommend the following procedures be followed:

1. Lock yourself in the room you are in at the time of the threatening activity.
2. If communication is available, call **911**.
3. Don't stay in the open hall.
4. Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
5. Barricade yourself in the room with furniture or anything you can push against the door.
6. Lock the window and close blinds or curtains.
7. Stay away from windows.
8. Turn all lights and audio equipment off.
9. Try to stay calm and be as quiet as possible.
10. If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

- a. You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.
- b. If you think you can safely make it out of the building by running, and then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- c. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- d. The last option you have if caught in an open area in the dorm, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- e. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
- f. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

This Emergency Action Plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

VIOLENT OR CRIMINAL BEHAVIOR

1. Everyone in the BPC community is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. In the event of a suspicious situation, all members of the BPC community are asked to notify the Student Affairs Office at Ext. 3207 or external campus/center director as soon as possible and report the incident, including the following:
 - a. nature of the incident,
 - b. location of the incident,
 - c. description of person(s) involved, and
 - d. description of property involved
3. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the Student Affairs Office or external campus/center director and report the incident.
4. Assist BPC officials and/or the local law enforcement officers when they arrive by supplying them with all additional information and ask others to cooperate.
5. Should gunfire or discharged explosives occur on campus, you should take cover immediately, using all available concealment to protect yourself. If necessary after the incident, seek emergency first aid from the clinic.

CRIME REPORTING

Student-Related Crimes:

1. All crimes on campus involving a student, whether the student is the victim or the perpetrator, should be reported to the Dean of Students or external campus/center director.
2. The Security Officer or external campus/center director will investigate the incident and complete a full report.
3. Additionally, the Security Officer or external campus/center director will, if necessary, notify the local law enforcement entities and secure their assistance.
4. The Security Officer or external campus/center director will cause a warrant to be issued when deemed appropriate.

Non-Student-Related Crimes:

1. All crimes on campus that do not involve students will be reported directly to the Dean of Students or external campus/center director.
2. The Dean of Students or external campus/center director will investigate the incident and will secure the assistance of the local law enforcement entities when appropriate.
3. The Dean of Students or external campus/center director will cause a warrant to be issued when such action is deemed necessary for the safety and well being of the students, faculty and staff and/or for the security and protection of college property.

Other Crime-Related Issues:

1. The Dean of Students or external campus/center director will maintain files on all crimes occurring on the college campus.
2. The Dean of Students or external campus/center director will notify the appropriate individuals when a crime or potential crime might endanger a member of the college community.
3. The Dean of Students or external campus/center director will prepare an annual report to be distributed to the faculty, staff and students at the beginning of each academic year.
4. The Dean of Students or external campus/center director will follow up with local law enforcement entities to determine the status of the warrant and if an arrest has been made.

HOSTAGE SITUATION

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes which could emotionally jeopardize your well being.
3. Don't speak unless spoken to and only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
5. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
6. Be prepared to answer the police on the phone. Be patient, wait, and attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or others, or is out of touch with reality due to severe drug reactions or psychotic break. A psychotic break may be manifested by hallucinations and/or uncontrollable behavior. If psychological crisis occurs:

1. Never try to manage a dangerous situation by yourself.
2. Notify your Residence Hall RD/RA, they have been trained to handle these types of situations and will be able to contact the resources needed to intervene. If you can not locate an RD/RA, notify the BPC security 253-9280 or external campus/center director of the situation. Clearly state your need for immediate assistance; give your name, your location and the area involved.
3. In extreme emergencies call 911 first and then call the BPC Security or external campus/center director.

MEDICAL AND FIRST AID

If serious injury or illness occurs on the campus, immediately contact 911 or the Student Affairs Office at ext. 207 or external campus/center director, give your name, and describe the nature and the severity of the medical problem and the campus location of the victim.

1. In case of minor injury or illness, trained personnel should provide first aid care. Only trained personnel should provide first aid treatment (i.e., first aid, CPR). Use only sterile first aid materials.
2. In case of serious injury or illness, quickly follow these steps:
 - a. Keep the victim still and comfortable. Do not move the victim.
 - b. Ask the victim “Are you okay?” and “What is wrong?”
 - c. Check breathing and give artificial respiration if necessary.
 - d. Control serious bleeding by direct pressure of the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for an emergency medical bracelet or necklace, question the witness, and give all information to the paramedics.

DEATH

If there is a death on campus or in the residence halls immediately notify your residence hall RD/RA and/or the Dean of Students or external campus/center director.

1. College personnel will immediately secure the area in which the death has taken place and await the arrival of the local police and/or sheriff’s officers.
2. College personnel will also determine from witnesses if there has been movement or tampering of evidence that may help in the investigation of the death. This information will be given to the proper authorities in their verbal report.
3. After the area is secured, no one will be allowed into the affected area until clearance is given by the local law enforcement officers.
4. The Chief Safety Officer will be notified immediately and receive a thorough briefing on the situation.
5. The Chief Safety Officer will act as the liaison to the outside agencies involved in the investigation of the death.
6. The Chief Safety Officer will consult with the President and other senior staff concerning all circumstances and information involved in the investigation of the death.
7. The Director of News and Public Information will coordinate with the President and the Chief Safety Officer prior to releasing any information to the media regarding the situation.

MEDIA GUIDELINES

1. Only an authorized college spokesperson will meet or talk with the media on behalf of the college.
2. Only factual information is to be released. No speculation is to be offered.
3. The Vice President for Enrollment Services, in consultation with the President and other senior administrators, will develop an institutional response to the emergency for release to the media, including periodic media updates.

**Dormitory
Tornado Action Plan
(Addendum 08/22/2008)**

McAllister –

In the event of a tornado emergency, residents and visitors will proceed to the basement of the building. They will assemble closest to the stairs and away from glass and windows.

Thompson –

In the event of a tornado emergency, residents will proceed to the first floor common bathroom. A secondary location will be in the center of the first floor hallway with surrounding room doors closed. All visitors or individuals in the lobby or apartment area will proceed to the interior male and female public bathrooms.

Friendship –

In the event of a tornado emergency, including a tornado watch, when a tornado has been sighted in the immediate area, residents and visitors will take shelter near the toilet within each suite. Those located in the lobby area will seek shelter on the interior wall of the kitchenette within the lobby.

Dowling –

In the event of a tornado emergency, including a tornado watch, when a tornado has been sighted in the immediate area, residents and visitors will take shelter near the toilet within each suite. Those located in the lobby area will seek shelter in the public restroom attached to the lobby.

LeRoy –

In the event of a tornado emergency, men and visitors will seek shelter in the restrooms of the first floor suites. Those located in the lobby area will seek shelter in the restroom located in the lobby.

Baron Ridge –

In the event of a tornado emergency, residents and visitors will seek shelter within the restrooms located between each suite. Individuals in the lobby area will also seek shelter in the restroom located off of the lobby.

Emergency Contact Numbers:

Director of Resident Life – 912-253-0000

Dean of Students – 912-253-9290

HEALTH AND SAFETY PERSONNEL

Chief Safety Officer

Mr. Jim Beall

Vice President of Enrollment Services

Security Officer

Mrs. Sherrie Helms

Dean of Student Affairs

Emergency Response Coordinator

ANNUAL SECURITY REPORT

The Dean of Students prepares the Annual Security Report. This report is distributed to all faculty, staff and students. The report and supporting data is maintained in the office of the Dean of Students and is available upon request.

NATURAL GAS EMERGENCY PLAN

Brewton-Parker College
201 David-Eliza Fountain Circle
Mount Vernon, Georgia 30445
Last update – July 1, 2010

PURPOSE

As a Small Natural Gas Operator, Brewton-Parker College (BPC) is required by law (49 CFR, Part 192.615) to prepare a written gas emergency plan. This plan will be distributed to each building manager and all external center/campus directors to be posted in a high traffic, high visibility building location so that all occupants are aware of its existence and can easily refer to it in case of an unscheduled release of natural gas on any of BPC's centers/campuses

1) EDUCATION

a. Educational Forum – MAIN CAMPUS (Administration, Faculty and Staff)

The Chief Safety Officer (CSO) of the college shall work with representatives from Atlanta Gas Light (AGL) to schedule a mandatory educational forum with the main campus' administration, faculty and staff. The date and time of this forum will be subject to approval by the President of the college. During this forum, employees will learn how to detect the smell or hear the sound of an unscheduled release of natural gas on campus. Employees will also learn the proper steps to report an unscheduled release of natural gas to the proper college personnel and authorities. Subsequent forums will be scheduled for new administration, faculty and staff on an annual basis. All returning administration, faculty and staff are free to attend additional forums should they need continuing education on how to detect and act on any incident involving the unscheduled release of natural gas.

b. Educational Forum – MAIN CAMPUS (Student Body)

The CSO shall work with representatives of AGL and the college's administration to schedule an educational forum for all students so that students may also learn how to detect the smell or hear the sound of an unscheduled release of natural gas on campus. Students will also learn the proper steps in how to report an unscheduled release of natural gas to proper college personnel and authorities. It is proposed that the date and time of this forum be during one of the fall bi-weekly chapel services. Subsequent forums shall be scheduled during new student orientation at the beginning of each fall semester. Upon approval by the PSC, a BPC representative would lead the forums during orientation.

c. Educational Forum – EXTERNAL PROGRAMS (Center/Campus Directors)

For all external center/campus directors, the CSO shall work with AGL and the dean of External Programs to schedule an annual forum for these directors that would occur during one of the regular monthly meetings of the Division of External Programs. These employees will learn the same information as those on main campus.

i. EXTERNAL CENTERS - BPC does not own the physical buildings of the following external centers – Newnan. If any or all of the external centers are served by natural gas lines, it would be the responsibility of the center director to work with the building administrator for his/her respective site to determine the educational needs with respect to natural gas education. The director would work with the building administrator to disseminate the educational information according to the building administrator’s natural gas emergency/public awareness procedures. In the event of an unscheduled release of natural gas at any or all of these centers, BPC administration, faculty, staff, and students would follow the emergency procedures listed in the Natural Gas Emergency Plan **for external centers** in reporting an unscheduled release of natural gas.

e. Location of main gas box at each campus building

i. MAIN CAMPUS – The college’s Director of Plant Operations shall educate each building manager (and one additional building employee at the manager’s discretion) on main campus where the main gas box is located outside of their respective building. Should an incident occur and either the building manager or the employee is instructed by Plant Operations or AGL to turn off that building’s gas line, knowledge of the location of the gas box will ensure a quick and swift response.

ii. EXTERNAL CENTERS – For all external centers, should any or all be served by natural gas lines, it would be the discretion of the respective building’s administration where the BPC center is located as to whether the center director would need to be educated on the location of the main gas box.

f. “Smell Gas? Act Fast!” Public Service Campaign (www.psc.state.ga.us)

Utilizing the resources of the “Smell Gas? Act Fast!” public service campaign produced by the Georgia Public Service Commission (PSC), the CSO shall use the following materials to further educate the college’s administration, faculty, staff, and students on the proper steps to report any unscheduled release of natural gas:

(1f). Posters

The CSO’s office shall obtain and print the “Smell Gas? Act Fast!” poster (available in the PSC’s online Public Awareness Kit) to be distributed to all building managers/external center/campus directors and posted in high traffic, high visible building/campus locations (subject to external centers’ building administration approval). The college’s logo and first emergency contact number shall be listed on the area provided at the bottom of each poster.

(2f). Bill Stuffer

The CSO’s office shall obtain and print the “Smell Gas? Act Fast!” bill stuffer (available in the PSC’s online Public Awareness Kit). The college’s logo and first emergency contact number shall be listed on the area provided at the bottom of each bill stuffer. For distribution, the CSO shall work with the college’s Director of Human Resources to include one (1) bill stuffer in each employee’s monthly paycheck. The distribution of the bill stuffer shall coincide with the month of the scheduled faculty/staff or external director’s educational forum provided by AGL. Any additional months of distribution will be at the discretion of the CSO. 35

2) ESTABLISHMENT OF AGREEMENTS WITH LOCAL AUTHORITIES/REPRESENTATIVES

The CSO shall establish/maintain agreements with the following authorities to ensure prompt and accurate response to any unscheduled release of natural gas: **911 Centers**

Emergency Management Agency Directors

Fire Departments

Police Departments

Local Governments (Mayors/City Managers)

The above authorities shall be from the following cities and/or counties:

Montgomery County, Georgia (Mount Vernon)

Toombs County, Georgia (Vidalia)*

**911 center only*

The CSO shall also maintain an agreement with the following company to ensure prompt and accurate response to any unscheduled release of natural gas:

Atlanta Gas Light (AGL)

All agreements shall be revisited and updated by the CSO on an annual basis or unless the situation warrants an earlier revision to the agreements (i.e. change in personnel or contact information at specific authority or company). 36

3) EMERGENCY PROCEDURES

An unscheduled release of natural gas could occur anywhere, anytime on campus. This is including, but not limited to, any one of the following scenarios:

8. The reported smell of gas by administration, faculty, staff, or students
9. An automobile striking a meter set
10. Damage to an underground gas line by excavators
11. Natural disaster
12. Weather (tornado, hurricane, thunderstorm, etc.)
13. Fire outside of a residence hall
14. Fire inside a residence hall

a. MAIN CAMPUS

The following steps shall be taken in the event of an unscheduled release of natural gas on main campus:

7. Cease all operations and do not switch on lights or any electrical equipment.
Electrical arcing may trigger an explosion.
8. Report the incident to the Plant Operations office. Be specific about the nature of the incident (smell or sound of natural gas, probable cause).
9. Plant Operations personnel will instruct those closest to the scene to evacuate or not evacuate the area.

a. If an evacuation of the area is ordered:

- i. Move to a clear area at least 500 feet away from the scene and report to **your designated assembly point**. This is based on the location of the effected building as multiple buildings (both effected and non-effected) may be evacuated. Keep walkways, fire lanes, and hydrants clear for possible use by emergency crews.
10. If the incident is unable to be resolved by Plant Operations personnel, Atlanta Gas Light (AGL) and other authorities shall be contacted by Plant Operations for assistance.
 - a. A Campus Emergency Command Post may be set up near the scene. Keep clear of this post unless you have official business.

11. Once AGL and other authorities have been contacted, Plant Operations shall contact the Chief Safety Officer (CSO) about the incident.
12. If Plant Operations resolves the situation without the assistance of AGL or additional authorities, the Director of Plant Operations shall contact the CSO so that the incident may be filed with the CSO's office.

b. EXTERNAL CENTERS

BPC does not own the physical buildings of the following external centers –Newnan.

7. In the event of an unscheduled release of natural gas at one of these external centers, the center director, faculty, staff and students of BPC will follow the instruction of the local building's administrative personnel.
8. The center director will alert the Chief Safety Officer of the incident and will brief the Chief Safety Officer as to the status of resolving the situation.
9. The Chief Safety Officer will alert the college's administration – including the Dean and Associate Director of External Programs – of the situation.
10. A decision will be made by the local building's administrative personnel about the cancellation of the building's daily operations as a result of the incident. If operations are cancelled, the center director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration who will ultimately decide whether BPC classes will be cancelled or moved to an alternate location.
11. If classes are cancelled, the resulting decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct BPC's Office of Marketing to alert the appropriate media outlets in the city of the effected external center.

a. Media information?

12. Once the situation is resolved, the director will alert the Chief Safety Officer. The Chief Safety Officer will alert the college's administration and the Office of Marketing. The appropriate media outlets will be contacted with regards to the resumption of operations at the external center.

EMERGENCY CONTACT INFORMATION

Mount Vernon Campus

Brewton-Parker College
201 David-Eliza Fountain Circle
Mount Vernon, Georgia 30445

<u>Office</u>	<u>Weekday Phone</u>	<u>Evenings/Weekends Phone</u>
Plant Operations	ext. 3280 912-583-3280	912-585-0395 (912) 253-9353
Office of Student Affairs	ext. 3207 912-583-3207	
Director of Residence Life	ext. 3221 912-583-3221	
Chief Safety Officer	ext. 3257 912-583-3257	
Campus Security	ext. 3207 912-583-3207	912-253-9290
Business Office	ext. 3290 912-583-3290	
Atlanta Gas Light	(877) 427-4321	
Campus Clinic	912-583-4739	
Mount Vernon Police/Fire	911 912-583-2323 (Police)	
Ailey Police	911	
Ailey Fire	912-583-2465	
Montgomery Co. Sheriff	912-583-2521	912-583-2321
Ambulance	911	
Montgomery Co. EMA <i>Mr. John Meff, Director</i>	912-583-4246	
Georgia EMA	1-800-879-4362	

External Campuses/Centers

NEWNAN 770-683-3245

Central Education Center

160 Martin Luther King Jr. Drive

Newnan, Georgia 30263

Janie Lore, Center Director home: 770-253-9598

Fire Department 770-254-3911

770-253-1851

Police Department 770-254-3911

770-254-2355

Atlanta Gas Light (877) 427-4321

Coweta Co. EMA 770-254-2650

Mr. Eddie S. Ball, Director

DISTRIBUTION/EDUCATION OF EMERGENCY PLAN

Brewton-Parker College's Natural Gas Emergency Plan shall be distributed to all building managers and external center/campus directors to be posted in a high traffic, high visibility building location.

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The CSO shall review and update (as necessary) the college's Natural Gas Emergency Plan on an annual basis. The CSO shall distribute the revised plan to all building managers and external center/campus directors once changes (if any) are made.

It is the responsibility of each building manager or external center/campus director to educate their building employees of the information presented in this plan and also where the plan is located in the event of a campus incident or emergency. The building manager shall report to the CSO of his/her efforts to educate all building employees within their individual building.

NATURAL GAS PUBLIC AWARENESS PLAN

Brewton-Parker College
201 David-Eliza Fountain Circle
Mount Vernon, Georgia 30445

July, 1 2010

PURPOSE

As a Small Natural Gas Operator, Brewton-Parker College (BPC) is required by law (49 CFR, Part 192.616) to prepare a written gas public awareness plan. This plan will be distributed to each building manager and all external center/campus directors to be posted in a high traffic, high visibility building location so that all occupants are aware of its existence and can easily refer to it as necessary.

1) EDUCATION

a. Educational Forum – MAIN CAMPUS (Administration, Faculty and Staff)

The Chief Safety Officer (CSO) of the college shall work with representatives from Atlanta Gas Light (AGL) to schedule a mandatory educational forum with the main campus' administration, faculty and staff. The date and time of this forum will be subject to approval by the President of the college. During this forum, employees will learn how to detect the smell or hear the sound of an unscheduled release of natural gas on campus. Employees will also learn the proper steps to report an unscheduled release of natural gas to the proper college personnel and authorities. Subsequent forums will be scheduled for new administration, faculty and staff on an annual basis. All returning administration, faculty and staff are free to attend additional forums should they need continuing education on how to detect and act on any incident involving the unscheduled release of natural gas.

b. Educational Forum – MAIN CAMPUS (Student Body)

The CSO shall work with representatives of AGL and the college's administration to schedule an educational forum for all students so that students may also learn how to detect the smell or hear the sound of an unscheduled release of natural gas on campus. Students will also learn the proper steps in how to report an unscheduled release of natural gas to proper college personnel and authorities. It is proposed that the date and time of this forum be during one of the fall bi-weekly chapel services. Subsequent forums shall be scheduled during new student orientation at the beginning of each fall semester. Upon approval by the PSC, a BPC representative would lead the forums during orientation.

c. Educational Forum – EXTERNAL PROGRAMS (Center/Campus Directors)

For all external center/campus directors, the CSO shall work with AGL and the dean of External Programs to schedule an annual forum for these directors that would occur during one of the regular monthly meetings of the Division of External Programs. These employees will learn the same information as those on main campus.

d. Educational Forum – EXTERNAL PROGRAMS (Faculty, Staff, Student Body)

i. EXTERNAL CENTERS - BPC does not own the physical buildings of the following external centers – Newnan. If any or all of the external centers are served by natural gas lines, it would be the responsibility of the center director to work with the building administrator for his/her respective site to determine the educational needs with respect to natural gas education. The director would work with the building administrator to disseminate the educational information according to the building administrator's natural gas emergency/public awareness procedures.

In the event of an unscheduled release of natural gas at any or all of these centers, BPC administration, faculty, staff, and students would follow the emergency procedures listed in the Natural Gas Emergency Plan **for external centers** in reporting an unscheduled release of natural gas.

e. Location of main gas box at each campus building

i. MAIN CAMPUS – The college's Director of Plant Operations shall educate each building manager (and one additional building employee at the manager's discretion) on main campus where the main gas box is located outside of their respective building. Should an incident occur and either the building manager or the employee is instructed by Plant Operations or AGL to turn off that building's gas line, knowledge of the location of the gas box will ensure a quick and swift response.

ii. EXTERNAL CENTERS – For all external centers, should any or all be served by natural gas lines, it would be the discretion of the respective building's administration where the BPC center is located as to whether the center director would need to be educated on the location of the main gas box.

f. “Smell Gas? Act Fast!” Public Service Campaign (www.psc.state.ga.us)

Utilizing the resources of the “Smell Gas? Act Fast!” public service campaign produced by the Georgia Public Service Commission (PSC), the CSO shall use the following materials to further educate the college’s administration, faculty, staff, and students on the proper steps to report any unscheduled release of natural gas:

(1f). Posters

The CSO’s office shall obtain and print the “Smell Gas? Act Fast!” poster (available in the PSC’s online Public Awareness Kit) to be distributed to all building managers/external center/campus directors and posted in high traffic, high visible building/campus locations (subject to external centers’ building administration approval). The college’s logo and first emergency contact number shall be listed on the area provided at the bottom of each poster.

(2f). Bill Stuffer

The CSO’s office shall obtain and print the “Smell Gas? Act Fast!” bill stuffer (available in the PSC’s online Public Awareness Kit). The college’s logo and first emergency contact number shall be listed on the area provided at the bottom of each bill stuffer. For distribution, the CSO shall work with the college’s Director of Human Resources to include one (1) bill stuffer in each employee’s monthly paycheck. The distribution of the bill stuffer shall coincide with the month of the scheduled faculty/staff or external director’s educational forum provided by AGL. Any additional months of distribution will be at the discretion of the CSO.

2) ESTABLISHMENT OF AGREEMENTS WITH LOCAL AUTHORITIES/REPRESENTATIVES

The CSO shall establish/maintain agreements with the following authorities to ensure prompt and accurate response to any unscheduled release of natural gas: **911 Centers**

Emergency Management Agency Directors

Fire Departments

Police Departments

Local Governments (Mayors/City Managers)

The above authorities shall be from the following cities and/or counties:

Montgomery County, Georgia (Mount Vernon)

Toombs County, Georgia (Vidalia)*

****911 center only***

The CSO shall also maintain an agreement with the following company to ensure prompt and accurate response to any unscheduled release of natural gas:

Atlanta Gas Light (AGL)

All agreements shall be revisited and updated by the CSO on an annual basis or unless the situation warrants an earlier revision to the agreements (i.e. change in personnel or contact information at specific authority or company). 46

3) EMERGENCY CONTACT INFORMATION

Mount Vernon Campus

Brewton-Parker College
201 David-Eliza Fountain Circle
Mount Vernon, Georgia 30445

<u>Office</u>	<u>Weekday Phone</u>	<u>Evenings/Weekends Phone</u>
Plant Operations	ext. 3280 912-583-3280	912-585-0395 (912) 253-9353
Office of Student Affairs	ext. 3207 912-583-3207	
Director of Residence Life	ext. 3221 912-583-3221	
Chief Safety Officer	ext. 3257 912-583-3257	
Campus Security	ext. 3207 912-583-3207	912-253-9290
Business Office	ext. 3290 912-583-3290	
Atlanta Gas Light	(877) 427-4321	
Campus Clinic	912-583-4739	
Mount Vernon Police/Fire	911 912-583-2323 (Police)	
Ailey Police	911	
Ailey Fire	912-583-2465	
Montgomery Co. Sheriff	912-583-2521	912-583-2321
Ambulance	911	
Montgomery Co. EMA <i>Mr. John Meff, Director</i>	912-583-4246	
Georgia EMA	1-800-879-4362	

External Campuses/Centers

NEWNAN 770-683-3245

Central Education Center

160 Martin Luther King Jr. Drive

Newnan, Georgia 30263

Janie Lore, Center Director home: 770-253-9598

Fire Department 770-254-3911

770-253-1851

Police Department 770-254-3911

770-254-2355

Atlanta Gas Light (877) 427-4321

Coweta Co. EMA 770-254-2650

Mr. Eddie S. Ball, Director

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