The University community must be ready to take appropriate and orderly protective actions whenever an emergency occurs. For that reason the University has developed a Community Protective Action Guide for specific threats and hazards.

Deans and Department heads shall ensure that all faculty and staff have access to the Community Protective Action Guide and any supporting departmental policies and procedures.

**DISTRIBUTION**

The Community Protective Action Guide is distributed in the following formats:

- A condensed “Flip-Chart” to allow quick reference.
- Emergency Management webpages.
- The written format within this document.

**FACULTY AND STAFF DUTY TO ACT - DUTY TO ACT WITHOUT NOTICE**

In any emergency situation, faculty and staff may be called upon to provide assistance. Some circumstances may require faculty and staff to act without notice or direction. All employees should be prepared to offer assistance. Faculty and staff are responsible for:

- Reporting any potentially dangerous condition immediately to the Office of Public Safety.
- Taking preventive steps that may reduce the chances of personal injury and damage to property.
- Being alert to one’s surroundings and reporting suspicious activity immediately to the Office of Public Safety. Do not assume that someone else has reported it.
<table>
<thead>
<tr>
<th>IMPORTANT PHONE NUMBERS</th>
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<tr>
<td><strong>STATESBORO CAMPUS</strong></td>
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<tr>
<td>Office of Public Safety</td>
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<td>Environmental Health &amp; Safety (EHS)</td>
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<td>President’s Office</td>
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<td><strong>ARMSTRONG CAMPUS</strong></td>
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<td>VP of Armstrong &amp; Liberty Campus Operations</td>
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<td><strong>LIBERTY CAMPUS</strong></td>
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<tr>
<td><strong>STATESBORO</strong></td>
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<tr>
<td><strong>East Georgia Regional Medical Center</strong></td>
</tr>
<tr>
<td>1499 Fair Road</td>
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<tr>
<td>Statesboro, GA</td>
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<tr>
<td>(912) 486-1000</td>
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<tr>
<td><strong>Statesboro/Bulloch County Sheriff’s Dept.</strong></td>
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<tr>
<td>(912) 764-8888</td>
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<tr>
<td><strong>Statesboro Police Dept.</strong></td>
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<tr>
<td>(912) 764-9911</td>
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<tr>
<td><strong>Domestic Violence Safe Shelter</strong></td>
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<tr>
<td>(912) 764-4605</td>
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<tr>
<td><strong>Sexual Assault Crisis Hotline</strong></td>
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<tr>
<td>(912) 531-1771 Pinelands Mental Health Helpline</td>
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<td>(912) 764-5125</td>
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<td>OR 1-800-PINELAND</td>
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<td><strong>SAVANNAH</strong></td>
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<tr>
<td><strong>St. Joseph’s Hospital</strong></td>
</tr>
<tr>
<td>11705 Mercy Blvd.</td>
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<tr>
<td>Savannah, GA 31419</td>
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<tr>
<td>(912) 819-4100</td>
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<tr>
<td><strong>St. Joseph’s Candler Call Care Center</strong></td>
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<tr>
<td>800-622-6877</td>
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<tr>
<td>OR (912) 921-3360</td>
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<tr>
<td><strong>Chatham County Sheriff’s Office</strong></td>
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<tr>
<td>(912) 652-7630, or (912) 652- 7624</td>
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<tr>
<td><strong>Savannah Police Department</strong></td>
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<tr>
<td>Non-Emergency (912) 652-6500</td>
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<tr>
<td><strong>Savannah Rape Crisis Center</strong></td>
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<tr>
<td>(912) 233-7273</td>
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<tr>
<td><strong>HINESVILLE</strong></td>
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<tr>
<td><strong>Liberty Regional Medical Center</strong></td>
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<tr>
<td>462 E.G. Mile Pkwy</td>
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<tr>
<td>Hinesville, GA 31313</td>
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<tr>
<td>(912)369-9400</td>
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<tr>
<td><strong>Liberty County Sheriff’s Office</strong></td>
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<tr>
<td>(912) 876-2131</td>
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<tr>
<td><strong>Hinesville Police Department</strong></td>
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<td>(912) 368-8211</td>
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1. ACTIVE SHOOTER, HOSTILE INTRUDER

An active shooter is an armed individual that is actively engaged in shooting and attempting to kill as many people as possible, with no pattern or method of target selection.

IF YOU WITNESS AN ACTIVE SHOOTER

1. Take immediate action for your safety, and when safe to do so call 9-1-1.

IF YOU RECEIVE NOTIFICATION OF AN ACTIVE SHOOTER

1. Try to stay calm and follow the instructions given.
2. If you are not on campus, stay away until an official notice is sent telling you it is safe to return.

IF OUTSIDE WHERE SHOOTING IS TAKING PLACE

1. If you are able to do so safely, move quickly away from the area of danger.
2. Utilize any obstructions available (e.g. tree, car, building, etc.) between you and the gunfire.
3. When you reach a place of safety, call 9-1-1.
4. Provide as much information to the 9-1-1 dispatcher as possible.

IF INSIDE WHERE SHOOTING IS TAKING PLACE

1. If there is an accessible escape path, attempt to evacuate the building.
2. Warn anyone approaching the building to stay away.
3. Move away from the building to a safe location, and call 9-1-1.
4. Provide the dispatcher as much information as possible.

IF RUNNING AWAY IS NOT AN OPTION

1. Get inside a room and close, lock, and/or barricade the door.
2. Close window blinds, turn off lights and computer monitors.
3. Silence cell phones, stay quiet.
4. Spread out, remain out of sight and as low as possible, staying out of the line of fire with solid objects between you and the doors and windows.
5. Disregard alarm systems unless you can see and smell smoke and you are in danger.
6. Wait for police or an Eagle Alert to provide you with an official “All Clear” announcement. If a police officer calls out to you and tells you it is safe to leave your room—ask for identification to confirm they are legitimate and not the shooter trying to lure you away from safety.
7. Leave the room and building as directed by police. Empty your hands and raise them over your head with fingers spread. Stay calm and quiet.

AS A LAST RESORT, AND ONLY WHEN YOUR LIFE IS IN IMMINENT DANGER

1. Fight. Attempt to disrupt and disable the attacker.
2. Be committed to your actions, your life depends on it. With physical aggression or by throwing items, use whatever you can to disable the attacker (e.g. chair, book bag, fire extinguisher).
3. As soon as you can, run to safety.

WHEN POLICE ARRIVE

1. When police arrive, put any items you have in your hands down, raise your hands over your head with your fingers spread.
2. Remain calm. Do not run toward the police unless they direct you to do so.
2. BOMB THREAT

BY TELEPHONE

As surprising as the situation may be, when receiving a bomb threat try to remain calm and obtain as much information from the caller as possible. Report the threat to the Office of Public Safety immediately. See the bomb threat report form on next page.

BY EMAIL, TEXT, POST, OR WRITTEN LETTER

- Handle the written letter as little as possible and call the Office of Public Safety.
- If the threat is an electronic message (e.g. text, email, or social media post) do not open any attachments. Do not delete the message. Call the Office of Public Safety. Only delete the message after Public Safety and/or the University Information Security Officer have directed you to do so.

EVACUATION

A decision will be made by the Office of Public Safety as to whether the threatened location will be evacuated.

- **Evacuation Not Ordered** – In the event an evacuation is not ordered, a covert search may be conducted by Police. Employees will be asked to discreetly check their work areas for any suspicious packages or objects. Under no circumstances should a suspicious package or object be moved. Report the package to Police.

- **Evacuation Ordered** – Police will order and assist in the evacuation of the building. DO NOT PULL THE FIRE ALARM. Notify occupants calmly and quietly in person, and follow the building evacuation protocol. Ensure all individuals move to an assembly area that is more than 500 feet away from the building. Under no circumstances should an untrained faculty or staff member attempt to move a suspicious package or device.
TELEPHONE CHECKLIST FOR BOMB THREATS
LISTEN CAREFULLY AND REMAIN CALM

CALL RECEIVED BY: ________________________________

DATE: ___________________ TIME OF CALL: ___________ AM / PM

WHEN WILL IT GO OFF? TIME OF DETONATION: ___________ AM / PM

WHERE IS IT LOCATED? AREA: ____________________________

WHAT DOES IT LOOK LIKE? ____________________________________________

WHY ARE YOU DOING THIS? ____________________________________________

WHO ARE YOU? ______________________________________________________

EXACT STATEMENT OF THREAT __________________________________________

CALLER IDENTIFICATION: MALE ___________________ FEMALE ______________

ADULT ___________ JUVENILE ___________ APPROXIMATE AGE ___________

VOICE CHARACTERISTICS:

HIGH PITCH ___________ DEEP ___________ LOUD ___________

SOFT ___________ RASPY ___________ PLEASANT ___________

SPEECH CHARACTERISTICS:

FAST ___________ SLOW ___________ DISTINCT ___________ DISTORTED ___________

STUTTER ___________ NASAL ___________ SLURRED ___________ LISP ___________

LANGUAGE:

EXCELLENT ___________ GOOD ___________ FAIR ___________

POOR ___________ FOUL ___________

ACCENT:

LOCAL ___________ OUT OF TOWN ___________ FOREIGN ___________

DESCRIBE ___________________________________________________________________

BACKGROUND NOISES:

FACTORY ___________ OFFICE ___________ VOICES ___________ AIRPLANES ___________

ANIMALS ___________ TRAFFIC ___________ TRAINS ___________ MUSIC ___________

PARTY NOISE ___________ QUIET ___________ OTHER ___________
3. CIVIL DISTURBANCE

Georgia Southern University affirms its commitment to the freedoms of speech, expression, and assembly. Individuals have the right to assemble, to speak, and to attempt to attract the attention of others, and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.

Campus assemblies and demonstrations will obey University policy:
http://students.georgiasouthern.edu/union/about/policies/

Assemblies will only be disbanded when one or more of the following conditions exist:

a) INTERFERENCE with normal University operations,

b) PREVENTION of access to offices, buildings, or other facilities,

c) THREAT of physical harm to persons or damage to grounds or facilities.

If any of these conditions exist, immediately contact Office of Public Safety.

NON-VIOLENT, OBSTRUCTIVE OR DISRUPTIVE ASSEMBLY

In the event that an assembly or demonstration blocks access to facilities or interferes with the operation of the University:

a) Contact Office of Public Safety.

b) Avoid the disturbance area.

c) If you are inside, close doors and windows and stay away from windows.

VIOLENT DISRUPTIVE ASSEMBLIES

In the event that an assembly or demonstration becomes disruptive and violent, one in which injury to persons or property occurs or appears eminent:

a) Contact Office of Public Safety immediately.

b) If possible move away from the area of hostility.

c) Do not engage the individuals that are provoking hostility, even if they attempt to engage you.

d) If you are inside, secure your room (lock doors), and stay away from windows. Be prepared to leave the building if Police direct you to evacuate.
4. EARTHQUAKE

Although earthquakes in Georgia are comparatively rare, they have been known to occur. Southeast Georgia is at low risk. Nonetheless, it is important to know how to protect yourself:

INSIDE

- Stay away from windows, glass, heavy equipment, and tall furniture such as book shelves.
- Get under a desk or a table.
- Drop, cover, and hold on.
- In a hallway, sit against the wall and protect your head with your arms.
- In an auditorium, duck between the rows of seats and protect your head.
- Take cover until the shaking stops.
- Do not run.
- Use stairwells or elevators during the shaking.
- Many injuries are caused when structures break and objects fall or tip-over during the shaking. Wait until the shaking stops then evacuate the building and go to an Emergency Assembly Area away from trees, power lines, and buildings.

OUTSIDE

- Get to an open area away from trees, buildings, and power lines.
- Wait until shaking stops.

IN A VEHICLE

- Pull to the side of the road.
- Stay away from underpasses, bridges, trees, power poles, and buildings.
- After shaking stops use caution when driving, avoid bridges and overpasses that may have incurred damage. Look out for power lines that may have fallen.
Conditions may necessitate an evacuation of a building or an entire campus for the safety of its occupants. An Eagle Alert, fire alarm, or in-person notification will be made when such conditions exist.

**EVACUATION PREPAREDNESS**

**Faculty**

At the beginning of each semester, faculty members are encouraged to review building evacuation procedures, the evacuation routes for their particular room or area, and the designated evacuation assembly area outside of the building. This should include a review of how students will be accounted for.

**Staff**

Department heads are responsible for instructing their employees on the emergency evacuation routes for their buildings. This should also include a review of the department procedures and process for staff accountability.

**BUILDING EVACUATION**

1. All building evacuations will occur upon the activation of the building fire alarm system, and/or a directed Eagle Alert, voice announcement, or personal notification by Police.
2. When a building evacuation has been ordered, leave using the emergency evacuation route. If the exit is blocked use the nearest marked exit and alert others to do the same.
3. If you are working in a laboratory with gas valves, turn off valves before you leave. Notify others as you leave.
4. If it is safe to do so, assist persons with disabilities as necessary.
5. Do not use the elevators in case of fire and/or potential power loss.
6. Once outside, proceed to the evacuation assembly area. Keep parking lots, streets, fire lanes, and hydrant areas clear for emergency vehicles and personnel.
7. DO NOT RE-ENTER to an evacuated building until Public Safety officials announce an “All Clear”.
CAMPUS AREA EVACUATION

1. Campus evacuations are announced by Eagle Alert. This may be accompanied by in-person Public Safety announcements.

2. All persons are to immediately vacate the described area(s) as announced. DO NOT RETURN to the evacuated area(s) until permission is given.

3. The University website will provide more detail and continuing instructions. Students, faculty, and staff not involved in response will be instructed to monitor the website for updates, avoid the area and/or remain off campus.

PERSONS NEEDING ASSISTANCE DURING EVACUATION

The University is committed to providing equal access to all students, faculty, staff and visitors. The University recognizes that individuals with disabilities, access and functional needs may require special alerting and/or assistance during evacuations. It is the responsibility of every employee to aid persons in need. This may be to lead the person out of a building or to assist the person in reaching an area of refuge and notifying emergency response personnel of the need for further assistance.

The University encourages those individuals with disabilities, access and functional needs to identify themselves to the University. Faculty and staff should self-identify with their department and/or Building Emergency Safety Team to facilitate appropriate preparedness and safety measures to be put in place. Students are encouraged to contact the Student Accessibility Resource Center for individual emergency preparedness planning.

In addition, it is recommended that individuals familiarize themselves with the features of the buildings they frequent, to include room numbers and fire evacuation refuge areas.
6. EXPLOSION OR AIRCRAFT CRASH

In case of an explosion or a downed aircraft:

1. If inside, move away from windows and doors.

2. If necessary, take immediate cover under a table or desk that will provide added protection from falling objects or secondary blast.

3. When safe to do so, immediately evacuate the area of danger.

4. If necessary, or when directed to do so, activate the building fire alarm.
   DO NOT ASSUME THIS WILL NOTIFY EMERGENCY RESPONDERS.

5. Do not use the elevators in case of damage or fire.

6. Call Office of Public Safety or 9-1-1 as soon as possible.

7. Keep streets, parking lots and walkways clear for emergency vehicles and personnel.

8. Do not return to an affected area until an All Clear is announced by the University or Public Safety officials.
7. **FIRE**

If you discover a fire follow the **R.A.C.E** method:

- **R**escue any occupants in immediate danger.
- **A**lert occupants by activating the building's fire alarm system and calling 9-1-1.
- **C**ontain the fire by closing doors and windows while exiting the building.
- **E**vacuate the building or use a fire **E**xtinguisher to put out the fire.

**FIRE ALARM ACTIVATION & FIRE PROCEDURES**

It is important that all faculty, staff, and students be prepared to act promptly to minimize risk of injury and damage to property. Any person discovering a fire should immediately locate the nearest fire alarm pull station and activate the fire alarm to alert other occupants.

All incidents of fire must be reported to the Office of Public Safety immediately, whether Fire Department response is required or not.

**DEANS, DIRECTORS, AND SUPERVISORS**

Deans, directors, and supervisors must ensure that their staff is familiar with the layout and exits of their building, and the location of fire extinguishers and fire alarm pull stations in their work areas. In addition, fire extinguisher and evacuation procedures should be reviewed annually.

**FACULTY AND STAFF**

Faculty and staff must ensure students and other occupants are directed out of the building and to the designated evacuation assembly area. All University employees are responsible for providing assistance to those with disabilities, access and functional needs.

**WHEN FIRE ALARM IS ACTIVATED**

When a fire alarm is activated, all occupants **must** immediately evacuate the building. All classes in session must stop and occupants must evacuate. Smoke, odors, or other signs of fire DO **NOT** have to be present. Exceptions to this rule include Active Shooter (SEE 1. ACTIVE SHOOTER) incidents, and when notice is provided by authorized personnel that evacuation is not necessary.

*Armstrong Campus* - Fire alarm pulls are connected to an alarm company. The alarm company notifies the Savannah Fire Department and the University Office of Public Safety.
8. HAZARDOUS MATERIAL SPILL

A hazardous material is any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

EMERGENCY RESPONSE GUIDE - CHEMICAL SPILL

ARE YOU CONTAMINATED?

- Call 9-1-1 for medical emergency.
- Remove contaminated clothing.
- Find nearest eyewash and shower; wash for 15 minutes.
- Check for signs of irritation.
- Notify Supervisor.

RESTRICT ACCESS TO SPILL

If the spill is hazardous, more than 500 mLs:

- Call Public Safety
- Evacuate area.
- Tell others.
- Close doors (do not lock).

If the spill is not hazardous, less than 500 mLs:
Initiate clean-up by staff if they:

- Know hazards and clean-up procedure.
- Know location of spill kit.
- Wear personal protective equipment (PPE).
- Can clean spill within one hour.

IMPORTANT NUMBERS

Statesboro Campus
Public Safety: 912-478-5234
EHS: 912-478-7161

Armstrong Campus
Public Safety: 912-344-3333
EHS: 912-344-2545

Liberty Campus
Public Safety: 912-344-3333
9. MEDICAL EMERGENCY

Any situation in which an individual becomes critically ill or injured and requires medical attention, take these steps.

- Call Office of Public Safety or 9-1-1

- If you know the individual or are able to obtain information from the individual, provide the dispatcher with the following information:
  1. Name.
  2. Gender and approximate age.
  3. Nature of the emergency - illness or injury.
  4. Location of the ill or injured person.
  5. Any other critical conditions, such as known allergies or medical conditions.
  6. Any medications the individual is currently taking.

- If you are comfortable, administer medical assistance up to the level of your training (Do not exceed your level of training). If the situation requires:
  1. Have someone retrieve an AED and then send the person to meet the ambulance.
  2. Administer first aid/CPR to the extent possible.
  3. Stay with the individual until emergency medical services personnel arrive.
10. NATURAL GAS LEAKS

Natural gas leaks are rare occurrences but nevertheless are extremely dangerous. Natural gas leaks are identified by the smell of rotten eggs or a hissing sound. In the event of a natural gas leak:

- Immediately report the smell to the Office of Public Safety.
- Do not turn lights on or switch on appliances.
- Evacuate the building.
- Remain outside the building until authorities deem it safe to reenter the building.
11. PSYCHOLOGICAL CRISIS

A psychological crisis can be described as a person in distress, threatening to harm themselves or others, or exhibiting strange or irrational behavior. No incident of this nature should be trivialized or dismissed.

If you observe a person that is having a psychological crisis, for your own safety and the safety of the individual do not confront or attempt to detain the individual, immediately contact Office of Public Safety or 9-1-1. Officers will respond and contact emergency medical services as needed. Officers and emergency medical personnel are trained to handle persons undergoing psychological crisis.

For additional information and support:

STATESBORO CAMPUS COUNSELING CENTER
Building #435 Forest Dr.
Phone: 912-478-5541

Important! If you or a friend are in immediate crisis...
(Regular Business Hours; M-F, 8:00-5:00) – Call or visit the Counseling Center at (912) 478-5541 and inform the receptionist that you need to be seen as soon as possible for a crisis screening.
(After Hours) – If it is after hours, or you do not have transportation to the Counseling Center, call the Georgia Southern Campus Police at (912) 478-5234 to arrange a meeting with an on-call counselor. You may also call the local police at 911.
Do NOT attempt to contact via email or through forms located on the website.
Crisis intervention is a service offered to students who are in serious, immediate emotional distress. Psychologists are on call 24 hours a day to handle emergencies such as suicide attempts, rape or attempted rape, physical assaults, and other types of crises.

ARMSTRONG CAMPUS COUNSELING CENTER
11935 Abercorn Street.
Compass Point
Phone: 912-344-2529
12. **SECURE IN PLACE**

Threatening situations such as an active shooter, a police pursuit, or a civil disturbance may prompt the University to send an Eagle Alert directing faculty, staff, and students at a specific location to “SECURE IN PLACE”. A secure in place order means:

- Stay inside.
- **Lock** doors and windows.
- Stay out of view by staying away from doors and windows.

13. **SHELTER IN PLACE**

Threatening conditions such as a hazardous material spill or severe weather may prompt the University to send an Eagle Alert directing faculty, staff, and students at a specific location to “SHELTER-IN-PLACE”. A shelter-in-place order means:

- Stay inside.
- Close doors and windows.
- Depending on the hazard you may also be advised to close exterior vents and shut off the HVAC system or other electrical devices.

14. **SEEK SAFE REFUGE**

Threatening conditions such as severe weather and **Tornado Warnings** may prompt the University to send an Eagle Alert directing faculty, staff and students at a specific location to “SEEK SAFE REFUGE”. A Seek safe refuge order means:

- Stay inside
- Close windows and doors.
- Go to the lowest level of the building and shelter in an interior room or hallway.
- Sit and cover your neck and head.
- Get in, Get down, and Cover up!
15. SEVERE WEATHER

Severe weather can include heavy rain, hail, lightning, and high winds. Certain weather conditions can produce dangerous microbursts, derechos, and tornadoes. It is important to know the terms used by the National Weather Service to understand the threatening conditions, forecasts, and warnings that may be announced. Knowing these terms will help you prepare and protect yourself.

NATIONAL WEATHER SERVICE TERMS

- **Severe Thunderstorm** –
  Storm producing winds of 58 mph or higher and/or hail 1 inch or larger in diameter.

- **Severe Thunderstorm Watch**
  Issued when severe thunderstorms are *possible* in and near the designated watch area. It does not mean that they will occur. It means they are possible.

- **Severe Thunderstorm Warning**
  Issued when severe thunderstorms are *imminent or occurring* in the designated warning area.

- **Tornado Watch**
  Issued when conditions are favorable for the development of tornadoes in and close to the watch area. A Watch is usually issued for a duration of 4 to 8 hours, and normally well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches.

- **Tornado Warning**
  Issued when a tornado is indicated by radar or sighted by spotters. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes. When a tornado warning is issued in your area *seek safe refuge immediately.*

- **Flood**
  Any high flow, overflow, ponding or inundation by water which causes or threatens damage.
Flooding of a normally dry area may be caused by rising water in an existing waterway, such as a river, stream, or drainage ditch. Flooding may last days or weeks.

- **Flash flood**
  
  A rapid and extreme flow of high water into a normally dry area, or a rapid water level rise in a stream or creek above a predetermined flood level, usually within six hours of the causative event (e.g., intense rainfall, dam failure, ice jam). Ongoing flooding can intensify to flash flooding in cases where intense rainfall results in a rapid surge of rising flood waters.

- **Flash Flood Warning**
  
  Issued to inform the public that flash flooding is in progress, imminent, or highly likely. Take Action. If you are in a flood prone or low-lying area move immediately to high ground.

- **Flash Flood Watch**
  
  Issued to indicate current or developing conditions that are favorable for flash flooding in and close to the watch area, but the occurrence is neither certain or imminent.

- **Flood Warning**
  
  Issued to inform the public of flooding along larger streams in which there is a serious threat to life or property. A flood warning will usually contain river stage (level) forecasts. Take Action. If you are in a low-lying or flood prone area move immediately to high ground.

- **Flood Watch**
  
  Issued to inform the public that current and developing conditions are such that there is a threat of flooding, but the occurrence is neither certain nor imminent. Be Prepared. A Flood Watch is issued when conditions are favorable for flooding, but the occurrence is neither certain or imminent.

- **Flood Advisory**
  
  Be Aware. A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. A Flood Advisory is issued when flooding is not expected to be bad enough to issue a warning. However, it may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.
TORNADOES AND UNIVERSITY NOTIFICATIONS

Tornado Watch

When a Tornado Watch is issued by the National Weather Service for one or more campus locations the University will send an email notification to the campus community. This notification will be to alert faculty, staff, and students of the potential for severe weather conditions and tornadoes, and to be watchful for deteriorating conditions and additional National Weather Service notifications and Eagle Alert announcements.

Tornado Warning

When a Tornado Warning is issued by the National Weather Service for one or more campus locations, an Eagle Alert will be sent to those individuals receiving Eagle Alerts for the designated campus or campuses. In addition, the National Weather Service may utilize the Emergency Alert System to alert those in the area by cell phone. Chatham County may also activate the Air Siren System if the Tornado Warning is for Chatham County.

Faculty, staff and students in the immediate area should SEEK SAFE REFUGE, move immediately into a structurally sound building and seek refuge on the lowest level away from exterior walls, windows, and doors.
The University monitors weather forecasts and all issued National Weather Service advisories, watches, and warnings. When forecasted weather and/or current conditions are determined to be unsafe for the University community, the President may direct a suspension of classes, cancellation of events, delayed opening, early closure, or an all-day closure of campus. When a decision has been made, announcements will go out to the campus community as soon as possible.

- Announcements will be made by Eagle Alert and any other forms of communication deemed necessary and appropriate.

- When a decision is made after operating hours, all attempts will be made to make announcements by the evening or morning local news hours, so that announcement can be broadcast.

- Every effort will be made to notify the campus community through mass notification and local news media.

**FLOODING**

- Monitor local news and weather media for hazardous weather information.

- Follow the instructions of local officials. If advised to evacuate a specific location, do so immediately. Evacuation may require leaving campus and the areas identified by local officials, or may only require relocation to higher elevations on campus.

- Evacuation to higher elevations on campus can be accomplished in two ways.
  - Evacuation of lower lying buildings and relocation to buildings on higher ground.
  - Vertical evacuation within the building

- Do not drive around barricades. They are there for your safety.

- NEVER drive through standing or moving water. It only takes one foot to float a full-sized automobile and two feet can sweep it away. More than half of flood victims are in vehicles swept away by moving water.

- Move to higher ground away from rivers, streams, creeks and storm drains.

- Stay out of floodwater, it may be contaminated or electrically charged. Six inches of fast-moving water can knock a person off his or her feet.

- Stay away from downed power lines to avoid the risk of electric shock or electrocution.

- Stay attentive to University communications. A notification of campus closure or delayed opening may be sent via Eagle Alert.
One problem in the coastal region is thick ground fog. Although the fog is not usually a problem on campus, the fact that a large majority of students and staff commute creates concerns for the safety of travel to the campus. Fog can be one of the most dangerous weather conditions for drivers. Fog has the potential to reduce visibility significantly, so it is critical that drivers stay focused on the road in order to stay safe.

1. **Slow down.** Be sure to slow down so you have more time to react if traffic stops or other hazards appear.

2. **Increase your following distance between vehicles.** Most drivers tend to “bunch up” during foggy conditions because it’s seems like it is easier to see. Don’t follow too close, that’s one of the big reasons massive pile-up occur.

3. **Follow the lines.** It’s a good idea to follow the lines on the road with your eyes. This is the best way to ensure you stay in your lane. Drivers are typically attracted to lights, and subconsciously, will steer toward lights. So it’s better to watch the lines to be certain you are driving within your lane.

4. **If you need to stop and pull over** find a safe place to park as far away from travel lanes as possible, and wait for conditions to improve before you attempt to pull back out into traffic.

5. **Always headlights, never high beams.** Avoid using high-beam headlights in fog, the light reflects off the water vapor in the fog and actually decreases your visibility. While your high beams are not useful in the fog, remember to turn on your low-beam headlights to help other drivers see you.

6. **Stay focused on the road.** Driving in fog is not a time for multi-tasking. Turn down the radio, stop conversations with other passengers and keep your attention on the road. Roll down your window to help you hear other traffic on the road.
SNOW AND ICE

Snow and ice can make driving conditions especially dangerous. Accumulated snow and ice can also weigh heavily on trees, causing branches to snap and whole trees to uproot and fall. This is especially hazardous and may cause damage to property, block roadways, and cause power lines to come down. Follow these tips:

- When roads are icy or covered in snow, avoid unnecessary driving.
- Be prepared for power outages.
- Listen and watch for University and local closure announcements on local TV, radio, websites and social media.
The likelihood of receiving a suspicious package or letter containing a suspicious substance is remote. But you should be aware of the characteristics that are common to suspicious letters or packages. Some characteristics include, but are not limited to the following:

- Unexpected letter or package.
- Excessive postage and/or city or state in postmark does not match the return address.
- Handwritten or poorly typed addresses and misspelling.
- Oily stains, powders, discolorations, odors, or leaking substances.
- No return address or unfamiliar address.
- Excessive weight, lopsided, or uneven envelop or package.
- Sound coming from the package.
- Written threats on the outside of the letter or package or attached to them.
- Unusual amounts of tape attached to the letter or package.

If you receive a suspicious package or letter CONTACT OFFICE OF PUBLIC SAFETY OR 9-1-1 IMMEDIATELY.

Then do the following:

- Leave the letter or package where it is.
- Do not shake, disturb, open, or empty the package.
- Do not attempt to smell or closely examine the letter or package.
- Do not attempt to clean up or cover anything that might have spilled from the letter or package.
- Do not move or take the letter or package to other individuals to examine it.
- Keep other individuals out of the area. Close the area off if possible. Close doors and windows gently. Leave the room, but stay near the area, do not travel around the building and wait for Police and emergency units to arrive.
- Do not touch your eyes, nose, mouth, or any part of your face.
- Do not touch other people or objects. Do not let others touch you.
- Wash your hands and arms from the elbows down with soap and hot water. Do not use bleach or disinfectants on your skin.
MAIL HANDLING

If you handle or open mail as a part of your regular routine, your best precaution is to wash your hands with soap and hot water frequently, especially after handling mail. If you feel that you need to take extra precautions, you may choose to keep a mask and latex gloves at your desk; however, your best protection is regular hand washing. When opening mail, avoid excessive motion including excessive shaking or tearing of packages or envelopes.

For more information and best practices guidance: