

PAINE COLLEGE EMERGENCY ACTION PLAN



PAINE
COLLEGE

CHIEF JESSICA BROWN
PAINE COLLEGE POLICE DEPARTMENT
1235 15TH STREET
AUGUSTA, GEORGIA 30901
WWW.PAINE.EDU

MARCH 2025

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PAINE COLLEGE

Fire Marshalls are assigned to each building to assist with the evacuations in case of an emergency. Listed below are people designated as Fire Marshalls for the respective buildings. The President Dr. Lester Mccorn (706) 821-8324 will be briefed by the Chief of Campus Safety.

BUILDINGS		CONTACT PERSONS	CONTACT NUMBER
Haygood Holsey	1 st Floor	Mr. Leroy Summers	706-821-8232
	2 nd Floor	Mr. Michael Myers	706-821-8336
	3 rd Floor	Mr. Jeff Owens	706-821-8298
	4 th Floor	April Ewing	706-821-8307
Walker Science		Mrs. Nibedita Mishra	706-821-8204
Collins Callaway Library	1 st Floor	Ms. Gilda Braithwaite	706-821-8308
	2 nd Floor	Rosa Martin	706-821-8365
Mary Helm	1 st Floor	Campus Safety	706-821-8235
	2 nd Floor	Mrs. Chelita Carlyle	706-821-8279
	3 rd Floor	Dr. William Lawless	706-821-8284
Peters Campus Center	1 st Floor	Ms. Uzetta Gresham	706-396-8146
	2 nd Floor	Mr. Joseph Dingle	706-821-8282
Music Building/Chapel		Mrs. Jacquelin Connie	706-821-8295
		Rev. Dr. Luther Felder	706-821-8298
Tutorial Center		Ms. Nefetaria Ellington	706-821-8341
		Ms. Linda Jenkins	706-821-8345
Business Administration Building		Dr. Okoroafor Nzeh	706-821-8331
Candler Memorial Library		Ms. Felicia Fenner	706-821-8320
HEAL Complex (Gym)		Coach Selina Kohn	706-821-8467
		Ms. Tiera Smith	706-821-8428
Alumni House		VACANT	
Police / Campus Safety		Chief Jessica Brown	706-821-8178
		Captain Darlene Smith	706-821-8235
		Mobile	706-840-0119
McGuiness Building		As of 6/28/2018 - Unoccupied	

INTRODUCTION

PAINE COLLEGE

Introduction

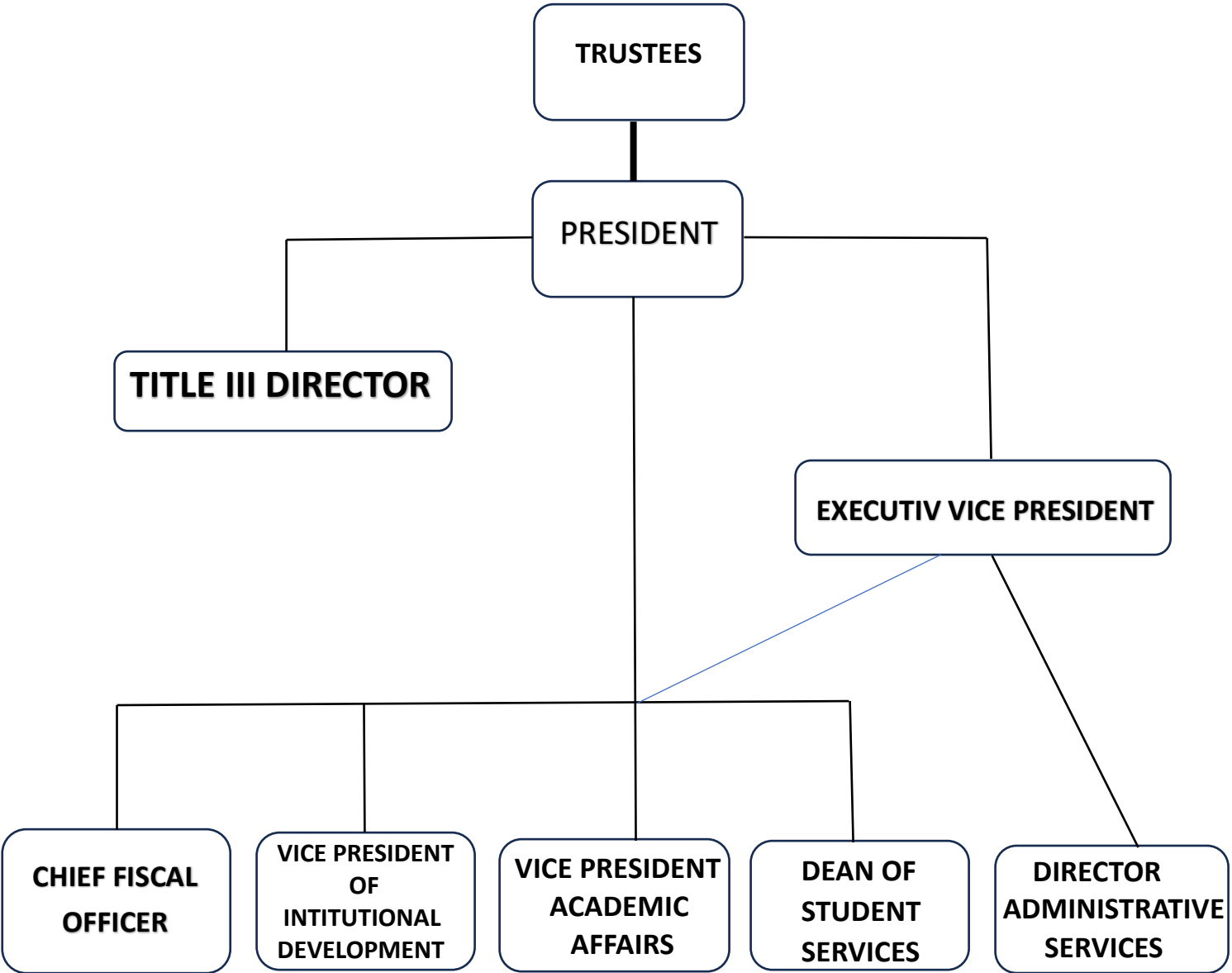
A sudden paralyzing catastrophe can occur on any campus at any time. Whether the disaster is by accident, willful violence or an act of nature, the primary objective is to provide protection and assistance for all students, faculty, staff, and visitors. These events affect every aspect of city and county operations including Street Maintenance, Police Operations, and Emergency Response Units.

Public and Private citizens are all dependent on these agencies, and as a result the response time will vary. To ensure a safe and timely response in any emergency, the college has developed its Emergency Evacuation Response Plan and Procedures Manual.

Paine College understands that proper preparation, timely response, and a method of recovery to emergency or disaster situations are the cornerstone of emergency management. To enhance the operation of the department's emergency notification process, the Richmond County Emergency Management agency has included Paine College Campus Safety on its emergency notification roster. Upon notification of an area emergency, a member of campus safety will brief the President of the College of the pending situation.

In the event this notification requires evacuation of all standing structures on campus, the evacuees will be directed to the primary evacuation rally point (The HEAL). In the event a catastrophe occurs, a complete evacuation of the campus grounds will be implemented. The evacuees will be directed to the secondary evacuation rally point located on the campus of Tubman Middle School (baseball field). If the primary and secondary rally points are not available, all evacuees will be directed to the alternate rally point located on the campus of Richmond Academy (the practice football field).

Paine College Organization Chart



PAINE COLLEGE

EMERGENCY TELEPHONE NUMBER

1. ANIMAL CONTROL – (706) 790-6836
2. AUGUSTA FIRE DEPARTMENT – (706) 821-2919 (Walton Way) / 911
3. AUGUSTA RESCUE MISSION – (706) 722-2058
4. UNIVERSITY HOSPITAL POLICE (PIEDMONT) – (706) 737-1401
5. AUGUSTA STREETS AND DRAINS – (706) 790-7062
6. AUGUSTA TELEPHONE – (706) 868-5100
7. AUGUSTA WATER WORKS – (706) 842-1925
8. BOARD OF EDUCATION CAMPUS POLICE – (706) 826-1133
9. AUGUSTA AIRPORT MARSHALS – (706) 793-1137
10. COLUMBIA COUNTY SHERIFF'S DEPARTMENT – (706) 541-2800
11. GEORGIA POWER – (888) 660-5890
12. AUGUSTA UNIVERSITY (MCG) – (706) 721-2914
13. RICHMOND COUNTY SHERIFF'S DEPARTMENT – (706) 821-1080
14. RICHMOND COUNTY ROADS AND BRIDGES – (706) 796-5040
15. TRAFFIC ENGINEERING - (a) (706) 821-1841
SUPERVISOR - (b) (706) 564-3959
16. GAS COMPANY – (800) 493-3473
17. RED CROSS – 706-724-8481

**NOTE: IF THE POWER GOES OUT AND THE PHONE LINES
TO SEND THE E2 ALERT YOU MUST DIAL 1-800-936-3525
TO GET THE EMERGENCY MESSAGE OUT.**

Disaster Evacuation Plan

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Disaster Evacuation Plan

This plan serves as a response guide for inclement weather conditions which displays the ability to produce high winds, knock out electricity and cause flooding. Upon notification that a hurricane or tornado weather condition will make land fall in the Augusta, CSRA area we will deploy our Crisis Management Team. This team comprises of the team leader President of the college, Director of Administrative Affairs, Chief Fiscal Officer, Dean of Student Affairs, Director of Physical Plant Operation, Director of Food Services, Director of Information Technology, Director of Residence Life, Special Assistant to the President, Vice President of Academic Affairs, Director of Institutional Advancement, Director of Public Relations, and the Chief of Campus Safety.

All responding team members will be briefed on the circumstances concerning the disaster. The President will designate team members to provide specific services for an informative and effective resolution of the catastrophic incident. In the event this notification requires evacuation of the campus. The evacuees will be directed to the primary rally point (the HEAL Complex) for further instructions. If the primary rally point is not suitable for use the evacuees will be directed to the secondary rally point located on the campus of Tubman Middle School (Baseball Field). If the primary and secondary rally points are not available, all evacuees will be directed to the alternate rally point located on the campus of Richmond Academy High School.

This method of disaster resolution will be used in all facets of disaster response to maximize the utilization of campus and responding emergency unit's resources in order to ensure an acceptable preservation of life and property. The president will instruct team members to provide a specific service to ensure an effective resolution of the catastrophic incident.

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Activation of Mass Emergency Notification System

Purpose

The establishment of a Mass Emergency Notification System is necessary to alert the campus community of a pending crisis and to give directions to help mitigate confusion during this critical moment. It also allows the security team to increase the level of security preparedness process of the college.

The emergency notification system is intended to facilitate those security actions which can and should be taken when responding to natural or manmade disasters such as (storms, flooding, major accidents on campus, potential or actual civil demonstration or disturbances as well as potential security incidents which have been forecast by the intelligence community, the activation of this system will ensure a more effective security incident response and resolution.

Activation

Upon notification of a pending or imminent manmade or natural disaster, the Chief of Campus safety or designee will notify the President of the college immediately and await further instruction.

The Chief of Campus Safety has the authority to send out emergency notification if the Assistant Vice President of Institutional Development cannot be reached. The Executive team makes the decision on school closings, openings, and other decisions that affect the college.

Organization

The emergency alert committee is composed of the Chief of Campus Safety, Director of Student Housing, Director of Information Technology, and the Assistant Vice President of Institutional Development. The Chief is responsible for external communication with local law enforcement agencies.

The Director of Student Housing is responsible for all student life communication and registration. The Assistant Vice President of Institutional Development is responsible for all language of all messages sent to Public Relations

The Director of Information Technology is responsible for the system maintenance registration.

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INSTRUCTIONS ON HOW TO SEND NOTIFICATIONS/ALERTS

1. Go to Paine Website
2. Click on Offices/Services
3. Scroll down and select Campus Safety.
4. Click the link on the left side of page “e2 Campus Alert System”
5. Scroll to bottom right side of page and log in as Administrator using your name and password.
6. Click the Send Message tab.
7. Choose your desired Group
8. Click Message template and Create Message.
9. Scroll to bottom of page and click “Send Message Now”.

1-800-936-3525

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Evacuation Procedures

A sudden catastrophic event can occur on any campus at any time. In the event the catastrophe requires evacuation of all standing structures on campus, the President will systematically evacuate all students, faculty, and staff to designated shelters in the Augusta area. The evacuees will be directed to the HEAL Complex for briefing by the President concerning the pending incident. The briefing should not be lengthy but should include the following.

1. **Who** – Identifies the members of the Crisis Team.
2. **What** – Identifies the type of disaster, followed with a statement of assurance.
3. **When** – Identifies the anticipated time of departure from the campus.
4. **Where** – Identifies the location of the staging area of the transport vehicles and the location of the shelters.
5. **How** – Identifies the methods of transportation available vans, buses or personal vehicles.

At the end of the briefing the President will deploy the Crisis Team each team member will activate their sub-unit's response plan.

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Campus Safety:

1. Campus Safety will maintain deployed safety officers at all entry points of the campus for the purpose of deterring, detecting, and preventing possible looting.
2. Campus Safety will coordinate traffic control and secure areas that sustained damage.
3. Campus Safety will coordinate transporting of evacuees and a moderate amount of personal items
4. Campus Safety will act as communication liaison for all responding emergency units and report all gathered information to the President.
5. Campus Safety will cord off all danger areas that poses a danger to the evacuees and the general public.
6. Campus Safety will secure all unlocked buildings.
7. Campus Safety will be an alternative communication center.
8. In a worst-case scenario, flooding streets and fallen trees causing through fares to be impassable campus safety will act as message carriers. The bicycle team will be assigned to the crisis team.
9. To enhance our interoperable communication campus safety will issue portable radios to the crisis team.
10. In an effort to mitigate the crisis campus safety will assist all team members.

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EVACUATION PROCEDURES CONT'D

In the event of ordered Campus Evacuation via the President's Office, the following measures should be taken:

1. Upon notification to evacuate, the Campus Safety Office will contact the President and the Director of Student Affairs.
2. Campus Safety will immediately dispatch transportation units to the following areas:
 - A. Parking area of Epworth Hall and Berry Gomillion Resident Hall
 - B. Parking area of Graham Hall, Belle Bennett Hall, and Hollis Hall
 - C. Parking area of Campus Safety.
3. Residence Hall Directors should ensure that each student bring with them blankets. Pillows, Hygiene items and snack items if possible.
4. Upon boarding the vehicle, the driver will inform the passengers of their destination which will be one of the following locations:
 - A. Friendship Baptist Church
2543 Deans Bridge Road
Augusta, GA
706-664-1496
Pastor – Marion Williams
 - B. Strong Tower Baptist Church
2805 Wylde Road
Augusta, GA
706-737-6758
Pastor – Anthony Holland
 - C. Piney Grove Baptist Church
3135 Church Road
Augusta, GA
706-738-3987
Pastor –

NOTE: Each of these locations has male and female facilities and a Campus Safety Officer will be stationed at each location.

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Emergency Communication

The Director of Computer Technology and the Director of Physical Plant Operation will set up a communication center. This center will service the huge number of phone calls generated during the crisis. This center should consist of the following:

1. An area capable of accommodating 50 phones.
2. Any updated student roster. Prior to issuance of the roster a head count should be conducted
3. A list of the designated shelters, their telephone numbers, and addresses.
4. Four computers, these computers will allow online communications with other emergency agencies, concerned family members and the minute-to-minute news update.
5. An updated roster of emergency support agencies Red Cross, Salvation Army, Local Hospitals, Richmond County Sheriff's Office etc.

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Critical Incident Services

This plan serves as a quick reference when responding to a critical incident that involves the evacuation of the campus and any of its buildings. Every university or College is unique in location, structure and available resources, and there is not a single plan that is globally uniform for every situation . Each College or University must develop a response plan to meet its unique requirements.

Introduction

An emergency response incident is a critical event that requires a specialized evacuation response plan that will aid in the preservation of life and property. In instances where time is allowed, all responding units and administrator will be briefed on the circumstances pertaining to the emergency. This method of incident resolution should be used in all facets of incident response to maximize the utilization of Campus Safety resources in order to bring the incident to an informative and effective resolution.

Campus Liaison

During times of a crisis incident, the College will provide tangible and intangible emotional support during this traumatic period of readjustment for all students, faculty and staff who were affected directly or indirectly by the incident. The President will assign the designated Crisis Management team to provide a specific service for the incident. For example, the responsibility of identifying and treating post-Traumatic stress Syndrome:

1. Vice President of Administrative and Fiscal Affairs
Work Phone – (706) 821- 8232.
2. Chief of Campus Safety
Cell Phone – 706-840-0119
Work Phone – (706) 821-8178
3. Dean of Student Affairs
Work Phone – (706) 821-8282
4. Campus Pastor
Work – (706) 821-8298 / 8295

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Medical Liaison

The establishment of the medical liaison team is intended to facilitate medical services, and to serve as the college's spokesperson, when appropriate for interviews. This team will coordinate medical inquiries with the family and will not disclose private information concerning the victim's condition without the family's approval.

Team members consist of the following personnel:

1. Campus Doctor

2. Campus Nurse
1235 15th Street
Augusta, Georgia 30901

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instructions, the college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available. The only information available at this time is _____. We thank you for your cooperation during this difficult time.

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Media Liaison

The responsibility of developing and executing the College's media relation plan, facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Public Relations team. This team will coordinate media inquiries and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Director of Institutional Advancement and other designers.
Work Phone: (706) 821-8233
1235 15th Street,
Augusta, Georgia 30901

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available. The only information available at this time is _____. We thank you for your cooperation during this difficult time.

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Incident Command Liaison

The responsibility of developing and executing the College's Incident Command Plan facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Incident Command Liaison. This team will coordinate media inquiries with the family and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Chief of Campus Safety
1508 Laney Walker Blvd
Augusta, Georgia 30901
706-821-8235 / 840-0119
2. Departmental Captain
1508 Laney Walker Blvd
Augusta, Georgia 30901
706-821-8235 / 840-0119
3. Designated Departmental
Supervisors and Responding
Agency Supervisors
706-821-8235 / 840-0119
4. Director of Institutional
Advancement
706-821-8233

Sample Press Release

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available. The only information available at this time is _____. We thank you for your cooperation during this difficult time.

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Family Liaison

The responsibility of developing and executing the College's Family Liaison Plan facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Family Liaison. This team will coordinate media inquiries with the family and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Chief of Campus Safety / Department Captain
1538 Laney Walker Blvd
Augusta, Georgia, 30901
(706) 821-8235 / (706) 840-0119
2. Campus Pastor
1235 15th Street
Augusta, Georgia 30901
706-821-8298 / 8295
3. Designee of Institutional Advancement
(706) 821-8233
4. Vice President of Student Affairs
(706) 821-8282

Sample Press Release

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available. The only information available at this time is _____. We thank you for your cooperation during this difficult time.

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Structural and Ground Preparedness:

Physical Plant Operations will shut down all unnecessary HVAC equipment. These efforts will be coordinated with the communication center. The center's operators will email faculty , students and staff instructing them to turn off or unplug all unnecessary electrical equipment.

Physical Plant Operations will pick up and secure all trash cans, cigarette urns, standing, or hanging flowerpots, and items that are not anchored down. All loose items on rooftops including walking pads, ladders, paint, or tar cans will be removed.

To prevent flooding or collapsing of roofs Physical Plant will perform the following:

1. Ensure that all drains and scuppers were open and clear.
2. Ensure that all storm drains, drop inlets and curb inlets are open and clear.
3. Ensure that sump pumps, Wet vacs, plastic, and duct tape are available.

NOTE: Physical Plant should also utilize plywood to cover windows and door entrances.

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Food Service Survival Pack:

The Director of Food Service and the Director of Residence Life will coordinate the issuance of box meals prior to evacuating to area shelters. The box meal should a sandwich, fruit, vegetables, and a liquid preferably water.

Upon issuance of the meals food service and residence life will coordinate the continual delivery of meals for Paine College personnel at the designated shelters. Residence Life will assign staff members as liaison for each shelter. There will be issuance of sanitation supplies of the following:

1. 20 rolls of toilet paper
2. 300 wet wipes
3. 150 plastic bags with ties (for unclean laundry)
4. 20 large plastic trash bags
5. 250 soap bars
6. 40 bundles of paper towels

These items are considered as an issuance of one toilet kit and should be issued to the liaison person of each shelter. The Director of Physical Plant Operations will ensure that these items are available.

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Medial Crisis Response

If disaster strikes contact the campus Doctor and Nurse. Doctor _____ can be reached at _____, and Nurse _____ can be reached at _____. Assuming the worst-case scenario, road blockage or telephone outage notification and transportation will be conducted in the following manner:

1. Campus Safety will deploy the cyclist team as message carriers.
2. Campus safety will commandeer all campus golf carts for the transporting of injured and key essential personnel.

Medical Support

To mitigate the volume of requests for medical assistance campus safety will assign one CPR certified officer to assist the Doctor and Nurse. Campus Safety will assign two CPR certified officers the duties of responding to minor injuries. Each officer will be provided with a responders First Aid Kit.

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Assessment and Re-Entry:

Prior to re-entry of students. Faculty, and staff there will be an assessment of the campus. The Special Assistant to the President, Chief Fiscal Officer, Director of Administration, Dean of Academic Affairs, Director of Physical Plant Operations, and the Chief of Campus Safety will conduct the assessment. The assessment will address the following:

Structural Damage Assessment:

1. Foundation
2. Exterior wall crack
3. Stress of Load bearing walls
4. Building Roofs

Operational Assessment:

1. Electrical
2. Plumbing
3. Cooling and Heating System
4. Windows
5. Doors
6. Fire Warning System
7. Security Camera System
8. Campus Lighting

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Campus Grounds Re-Entry Assessment:

1. Identify loose or fallen electrical wiring
2. Identify cracked, hanging or fallen trees and branches
3. Identify and mark the location of potholes.
4. Identify all nonfunctional lighting.
5. Identify unserviceable streets.
6. Check fenced areas and identify areas that are in need of repair.
7. Check walkways and identify areas that are in need of repair.
8. Check the tennis and basketball courts in need repairs.
9. Check baseball field and dugout for needed repairs
10. Check all parking areas
11. Check all designated sign areas, physically challenged, yield, stop sign etc.

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Quality of Life Re-Entry

The Director of Information Technology, Director of Physical Plant Operations, and the Director of Food Service will ensure that the quality of academic and social life area restored by ensuring the following:

1. All computers and computer labs are operational.
2. All copies and printing equipment are operational
3. Ensure that the central operator terminal is operational
4. ensure that telephone service is restored in all residence hall and offices
5. ensure that the HVAC system is operational
6. ensure that all plumbing is functional
7. ensure that all television cable service is restored
8. ensure that all electrical lighting are functional
9. ensure that Peter's Campus Center sections are open, cafeteria, mailroom, bookstore, and Lion's Den.
10. ensure that all bathrooms and showers have sanitation supplies
11. ensure that all broken or cracked windows are replaced

NOTE: The food service Director should be prepared to receive the evacuees immediately after briefing.

PAINE COLLEGE

FLOOR PLANS FOR ALL BUILDINGS

Business Buildings

TUTORIAL ENRICHMENT CENTER 1 FLOOR

WALKER SCIENCE 1ST AND 2ND FLOORS

WELCOME CENTER 1 FLOOR

YERBY HOUSE 1ST AND 2ND FLOORS

HEAL COMPLEX (DAVID AND BETTY C. PETERSON) 1 FLOOR

MARYHELM 1ST, 2ND, AND BASEMENT FLOORS

PETER'S CAMPUS CENTER 1ST AND 2ND FLOORS

PAINE COLLEGE POLICE BUILDING 1 FLOOR

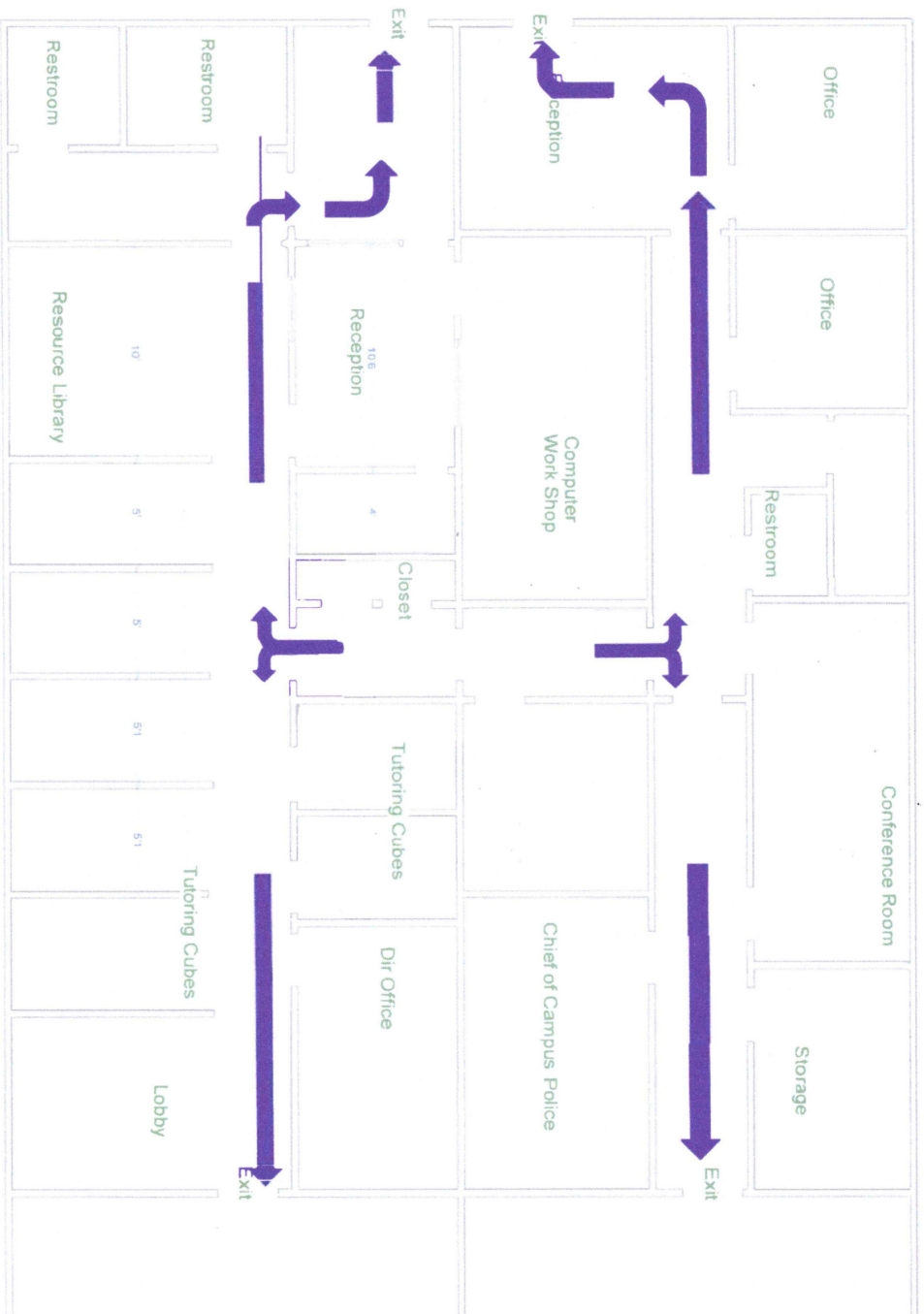
GILBERTH LAMBERTH MEMORIAL CHAPEL 1 FLOOR

BUSINESS ADMINISTRATION DEPARTMENT 1 FLOOR

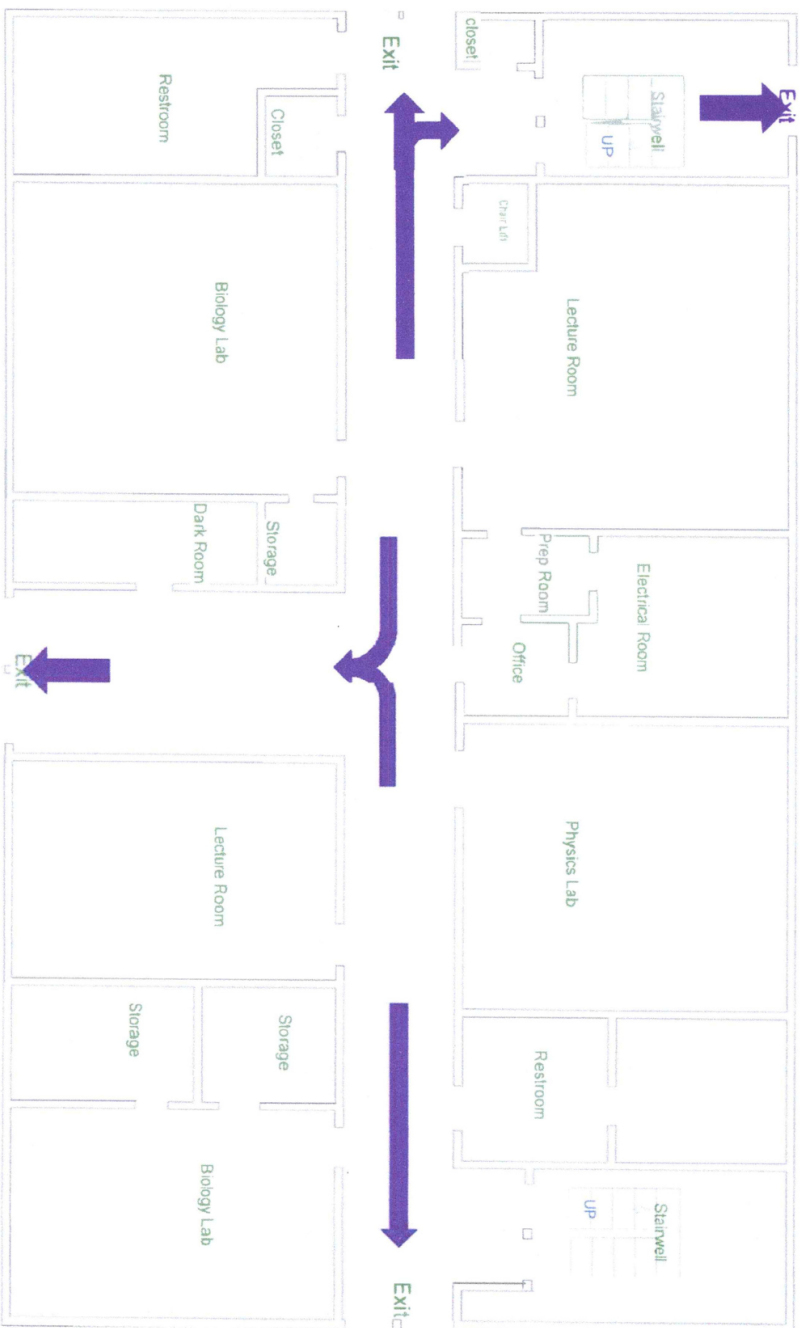
CANDLER LIBRARY - 1ST AND 2ND FLOORS

HAYGOOD HOLSEY 1ST, 2ND, 3RD, AND 4TH FLOORS

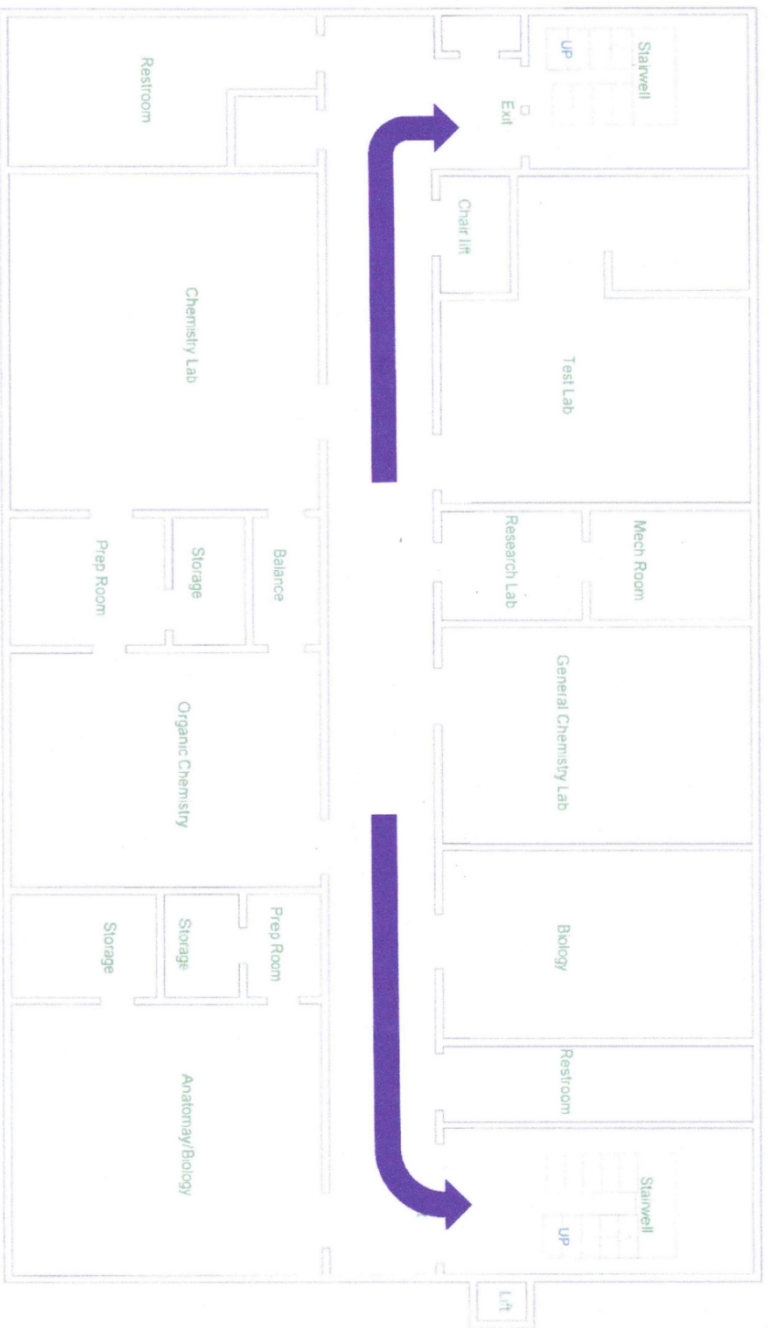
COLLINS CALLAWAY LIBRARY 1ST, AND 2ND FLOORS



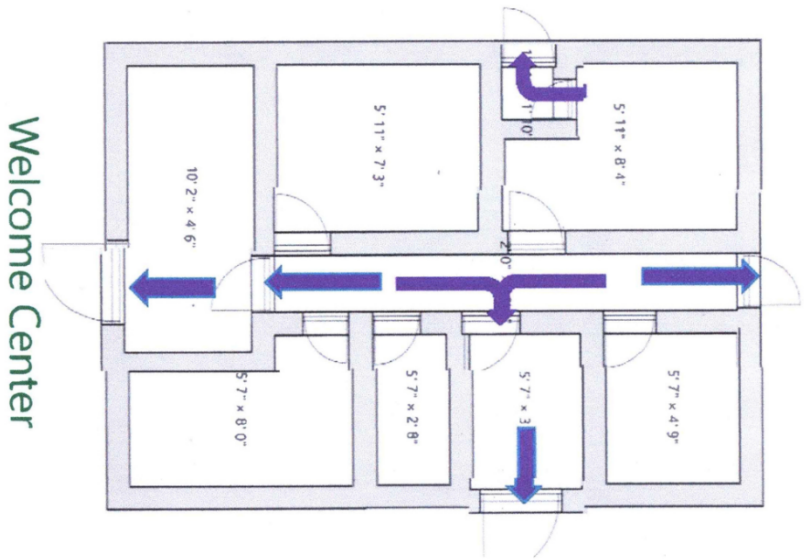
Tutorial Enrichment Center



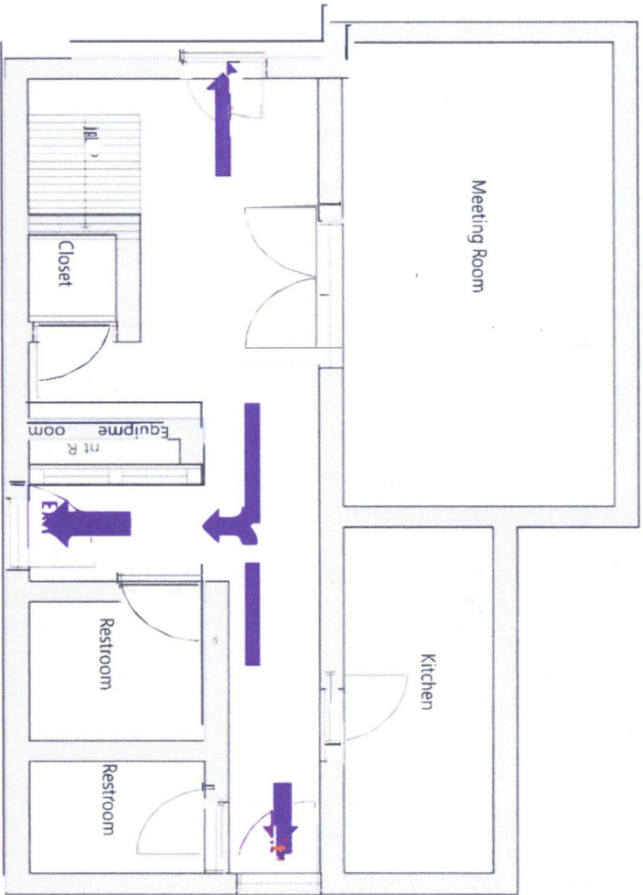
Walker Science Building 1st Floor



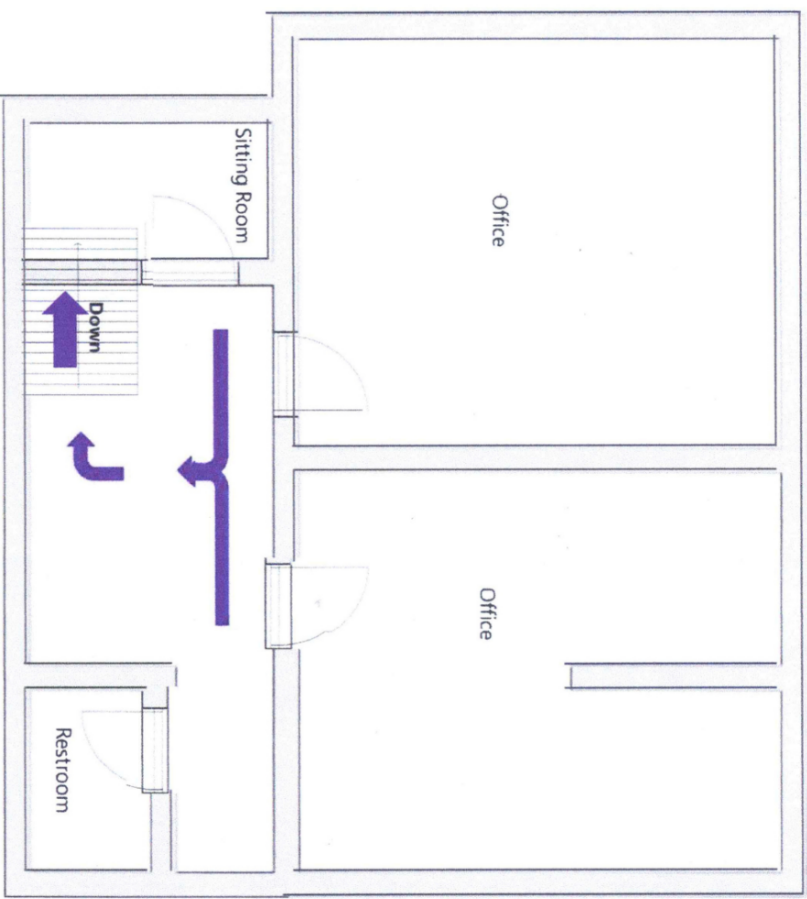
Walker Science Building 2nd Floor



Welcome Center

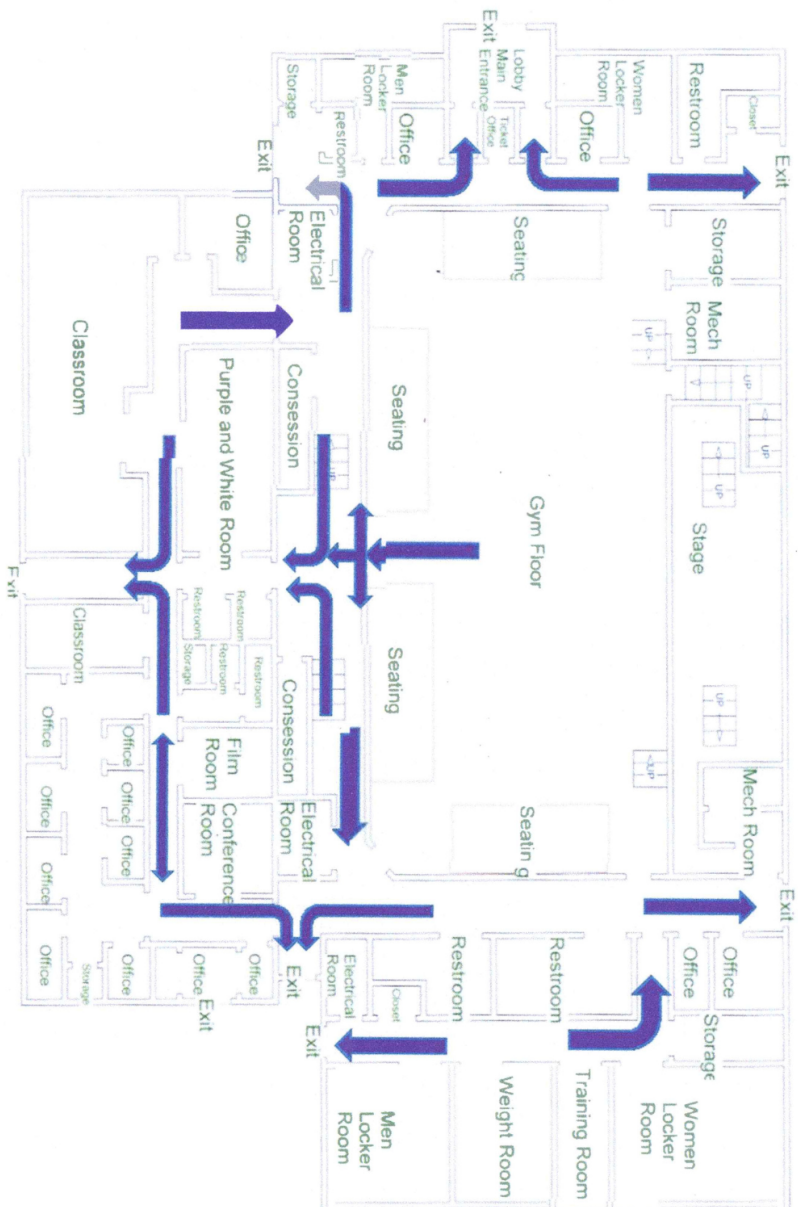


The Yerby House 1st Floor

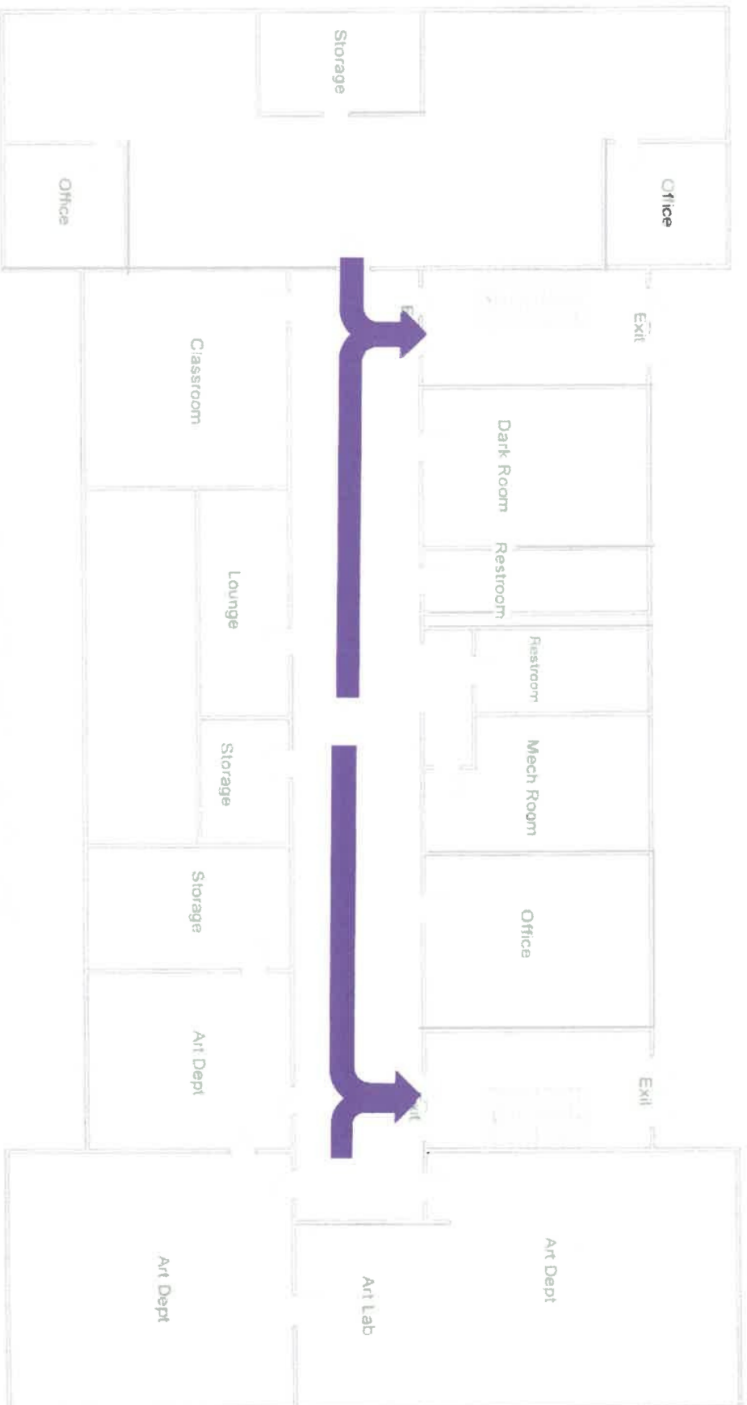


The Verby House 2nd Floor

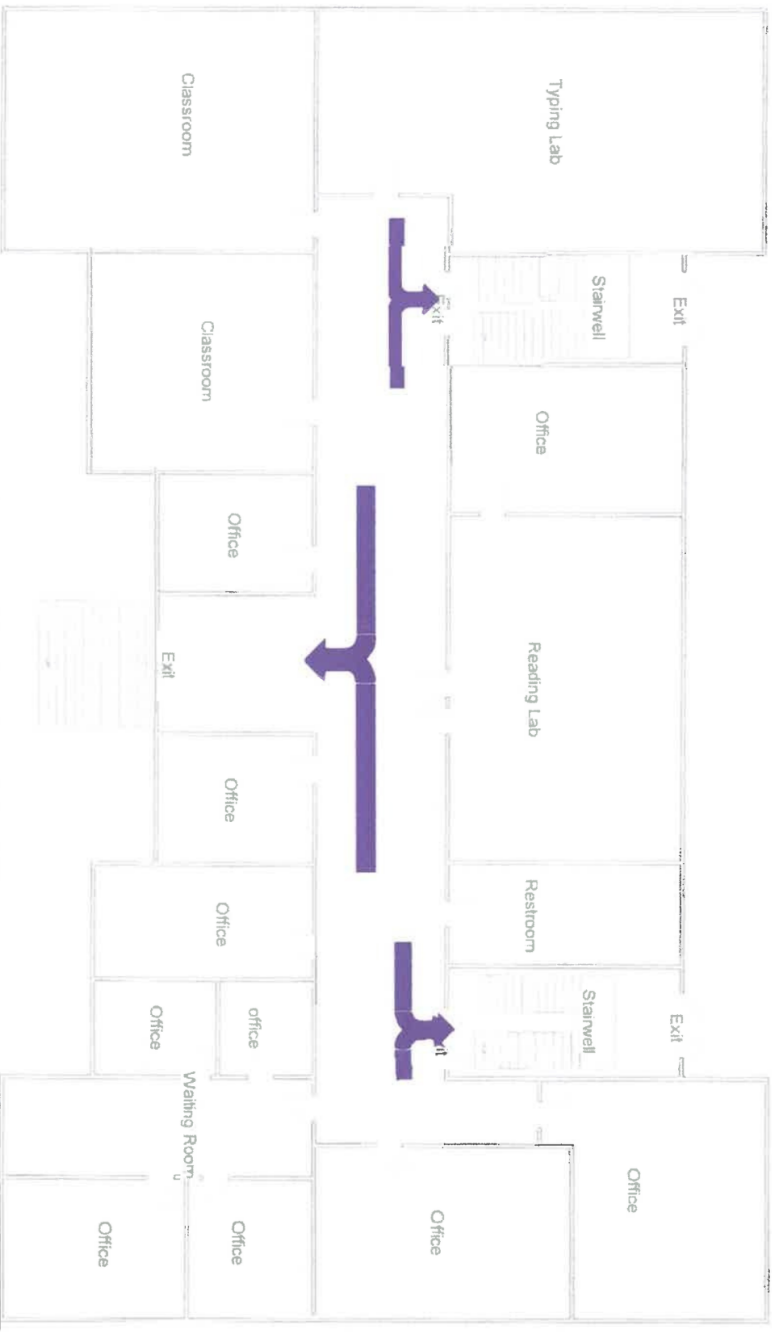




The HEAL Center



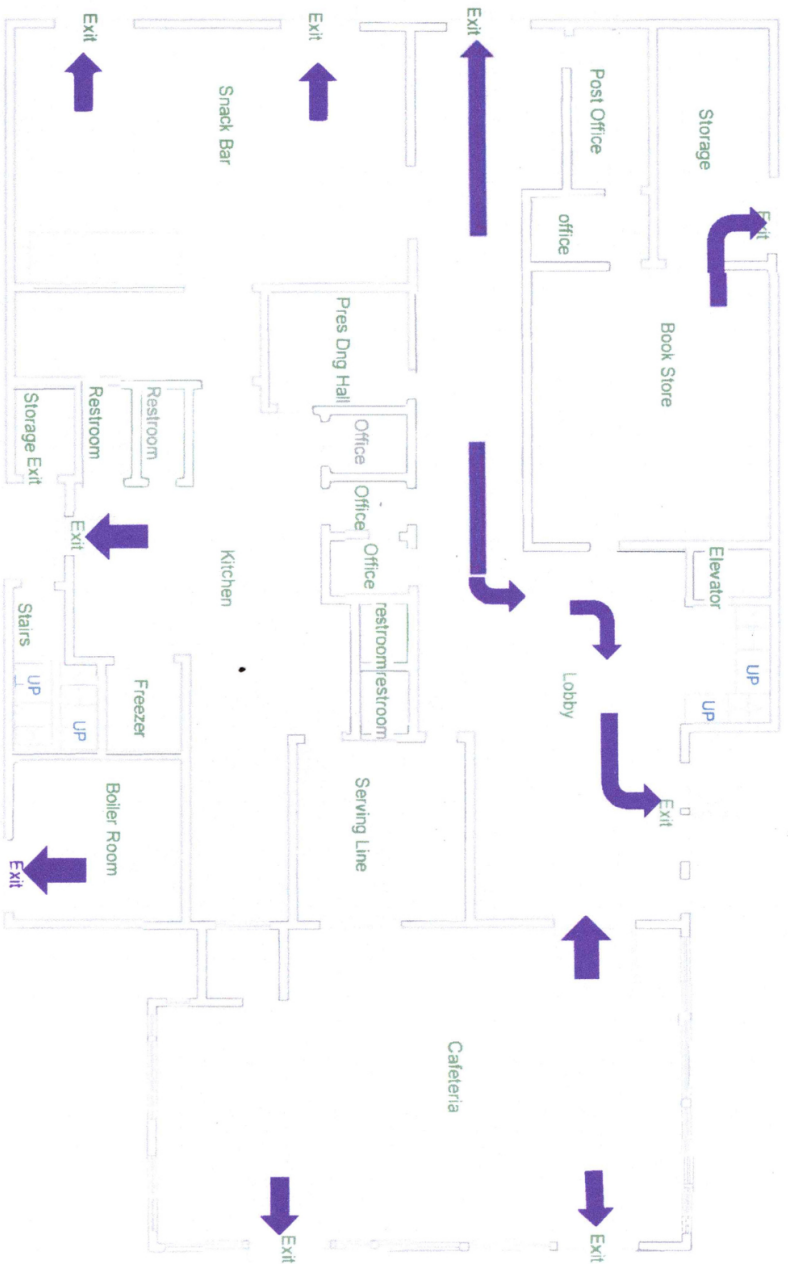
Mary Helm Hall Basement



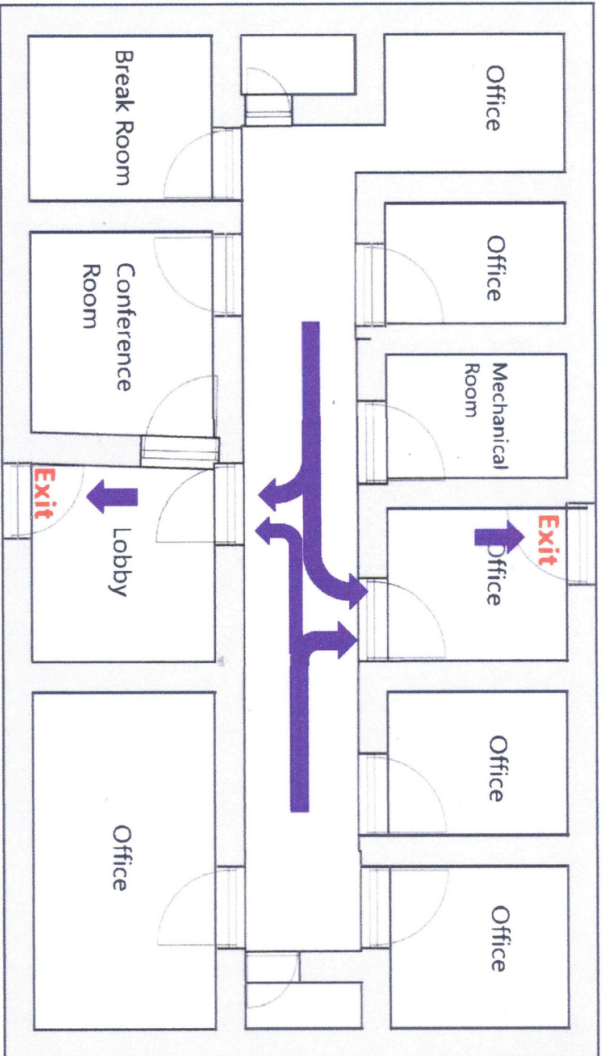
/ Helm Hall 1st Floor



Mary Helm Hall 2nd Floor

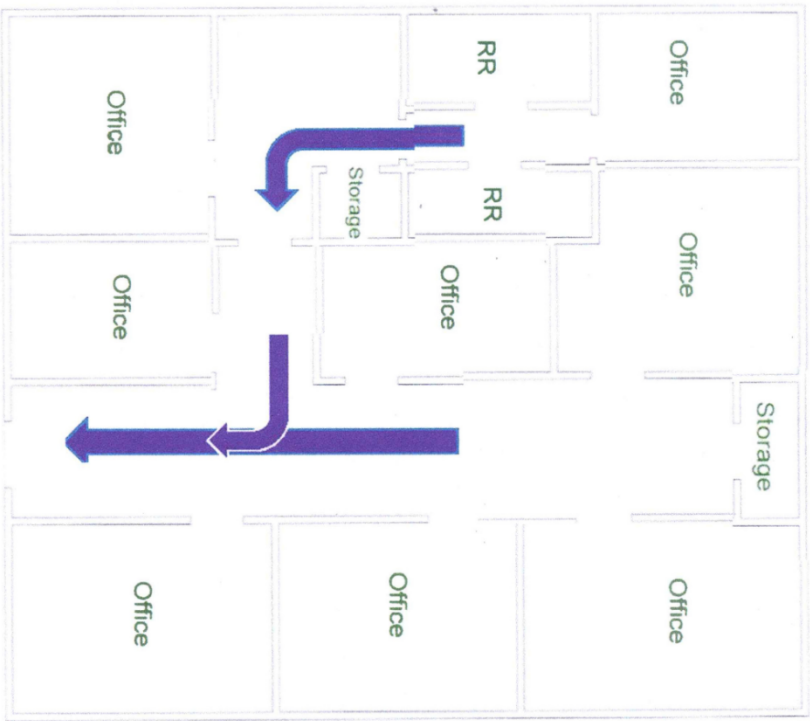


Peters Campus Center 1st Floor

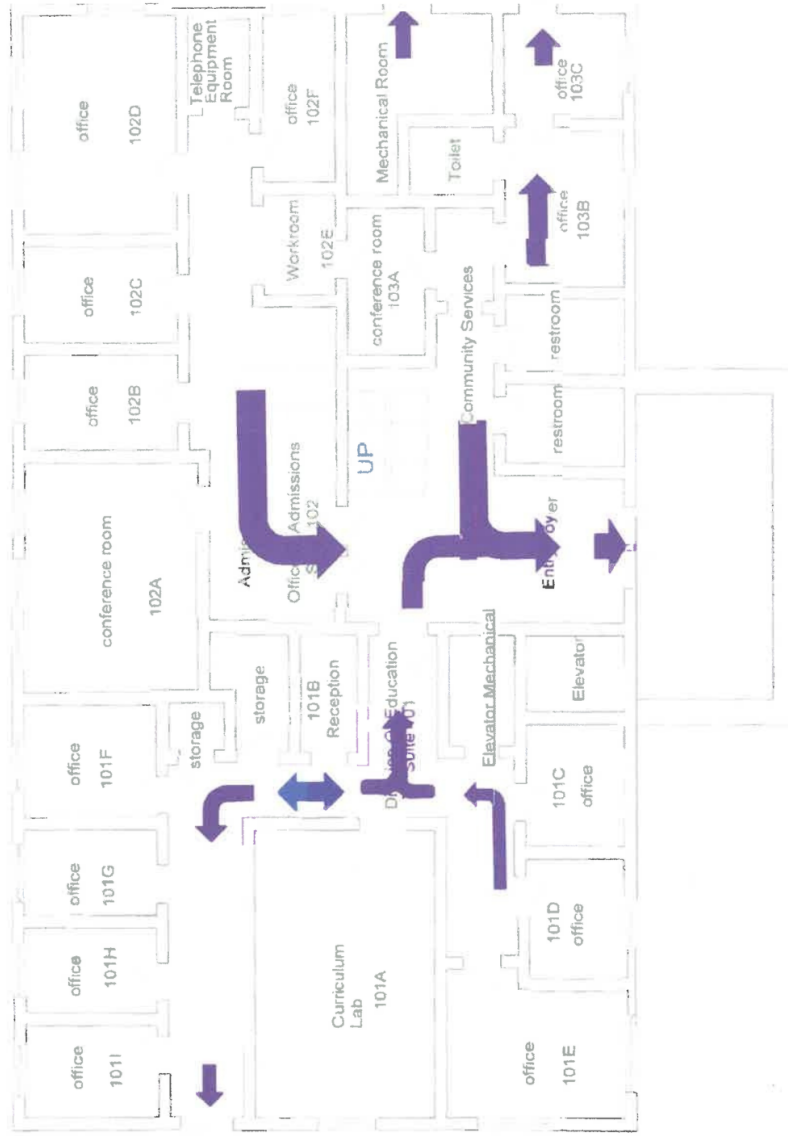


Paine College Police Building

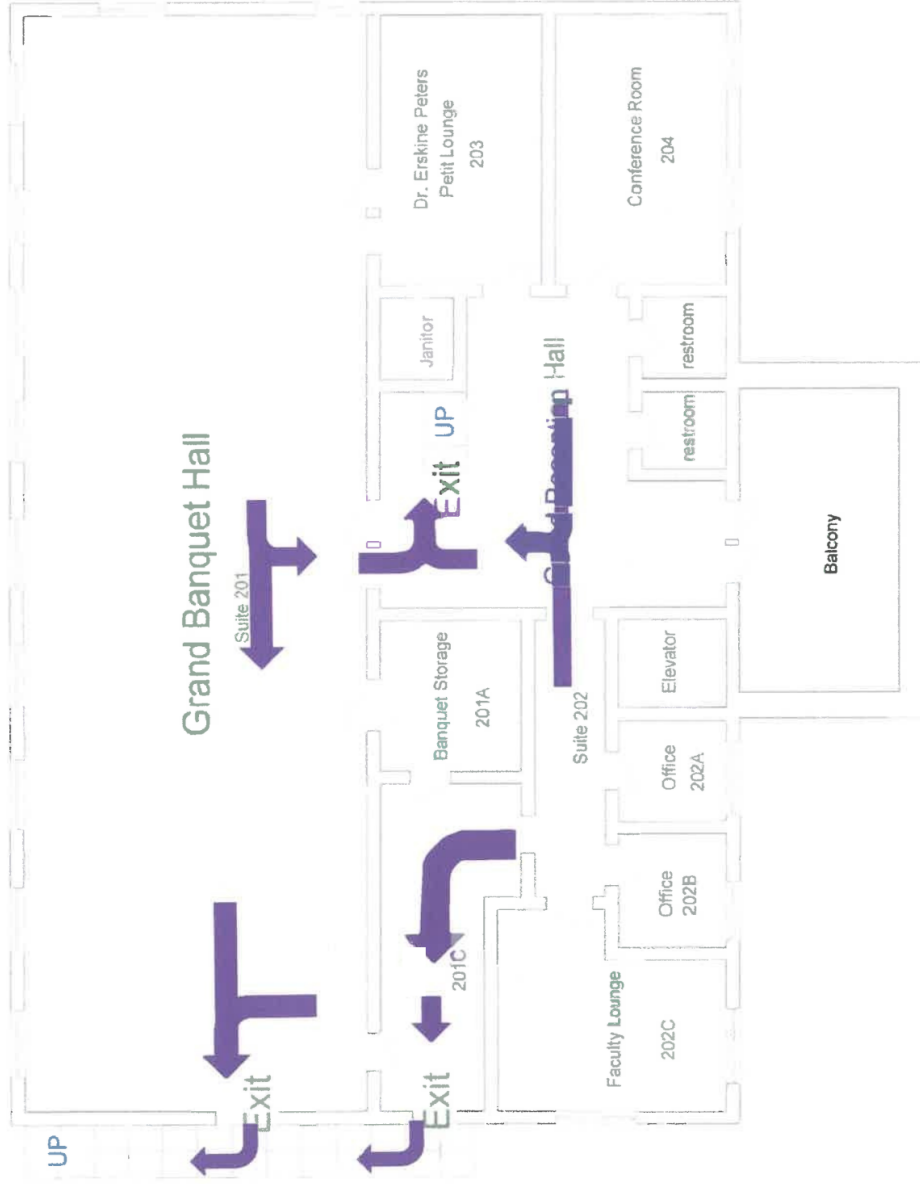




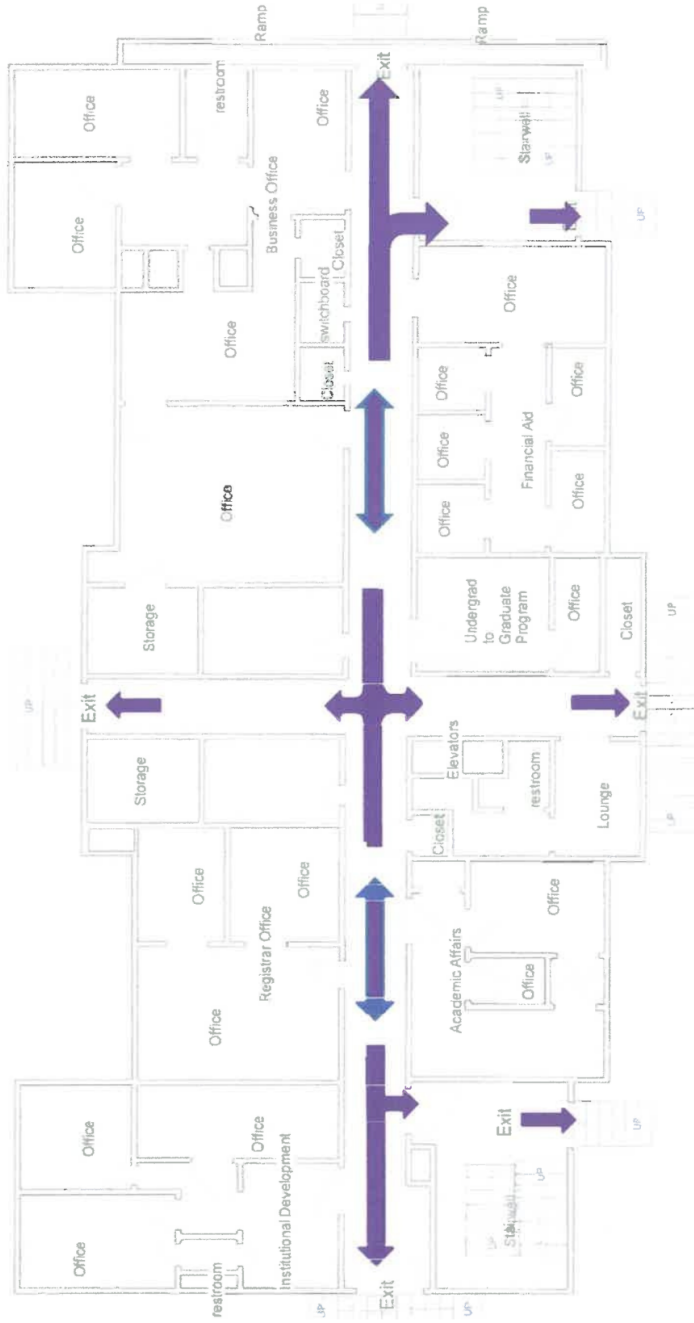
Business Administration Building



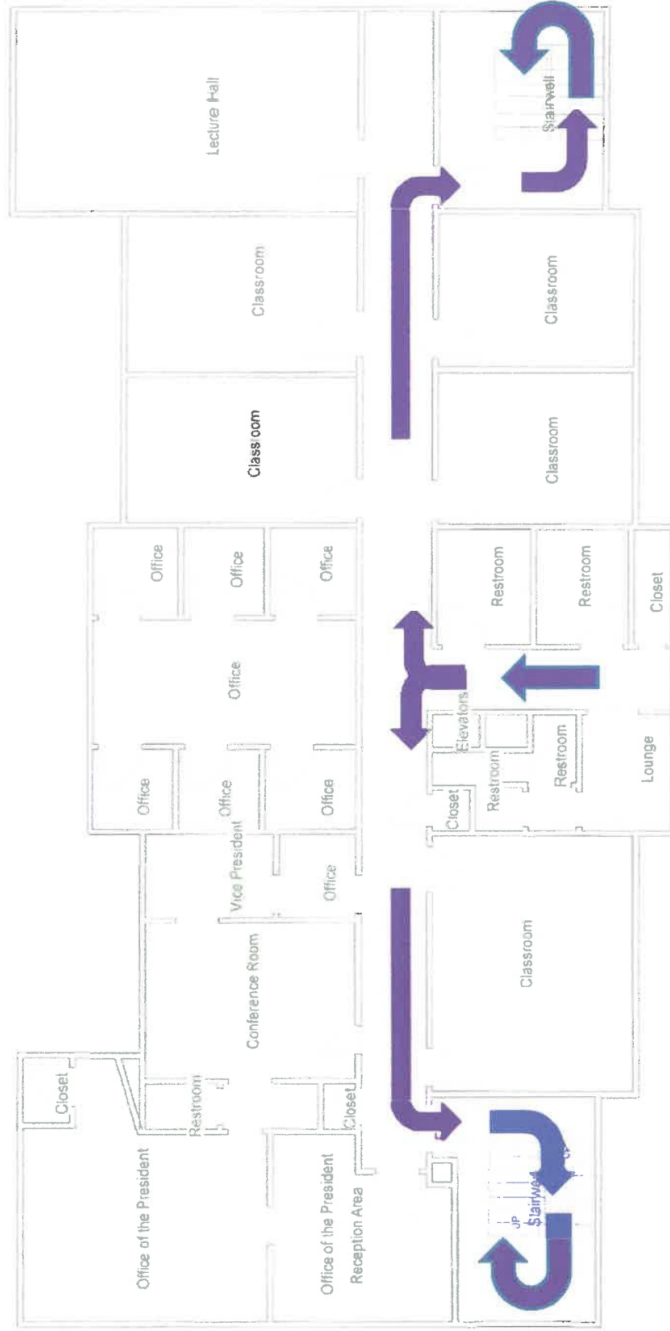
Candler Memorial Library Building 1st Floor



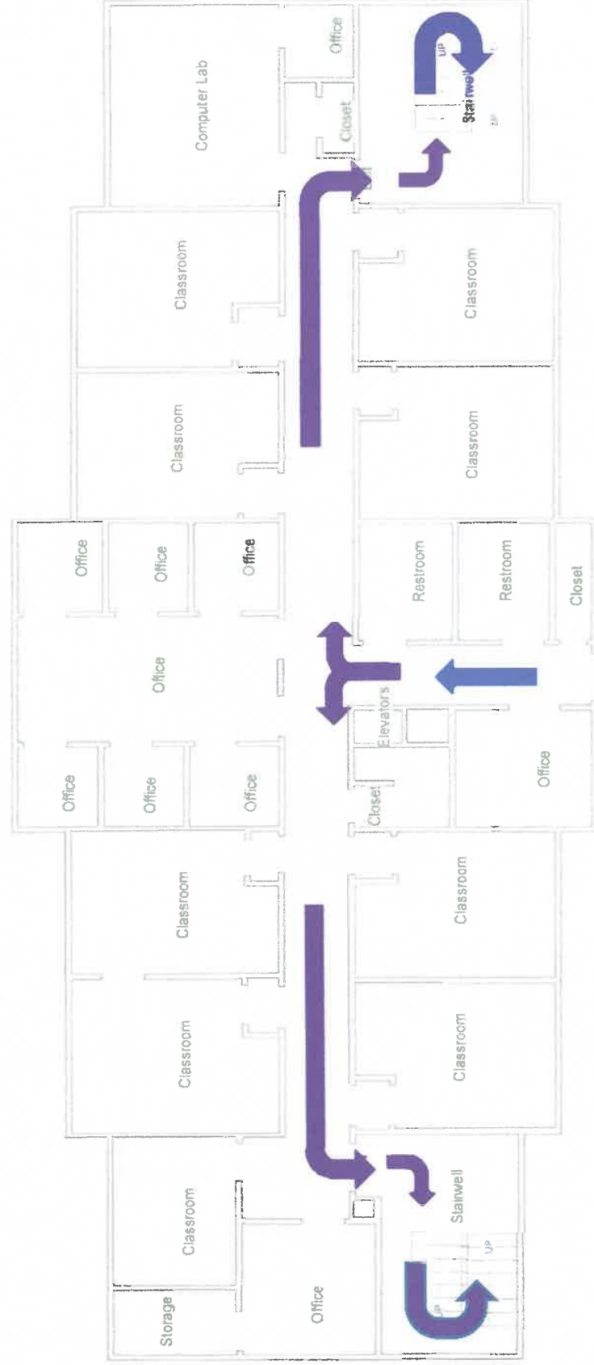
Candler Memorial Library Building 2nd Floor



Haygood-Holsey 1st Floor

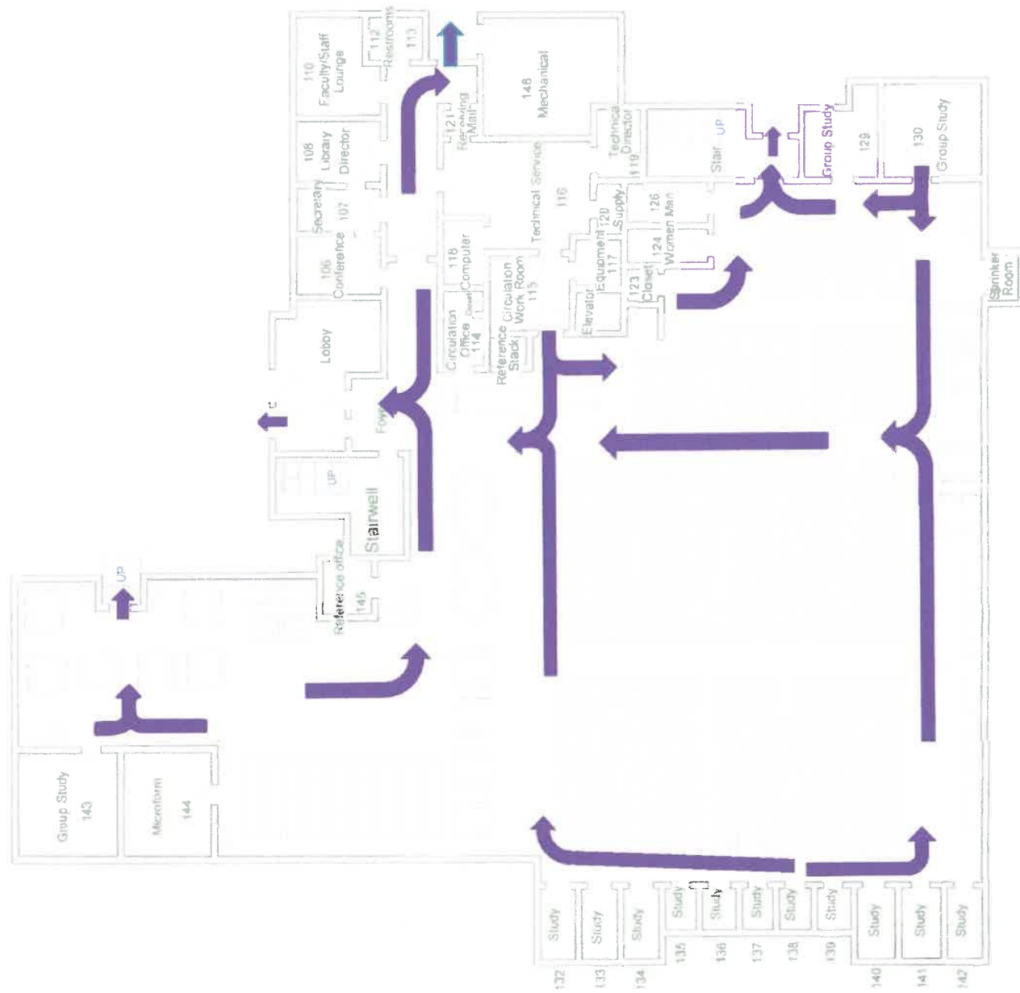


Haygood-Holsey Hall 2nd Floor

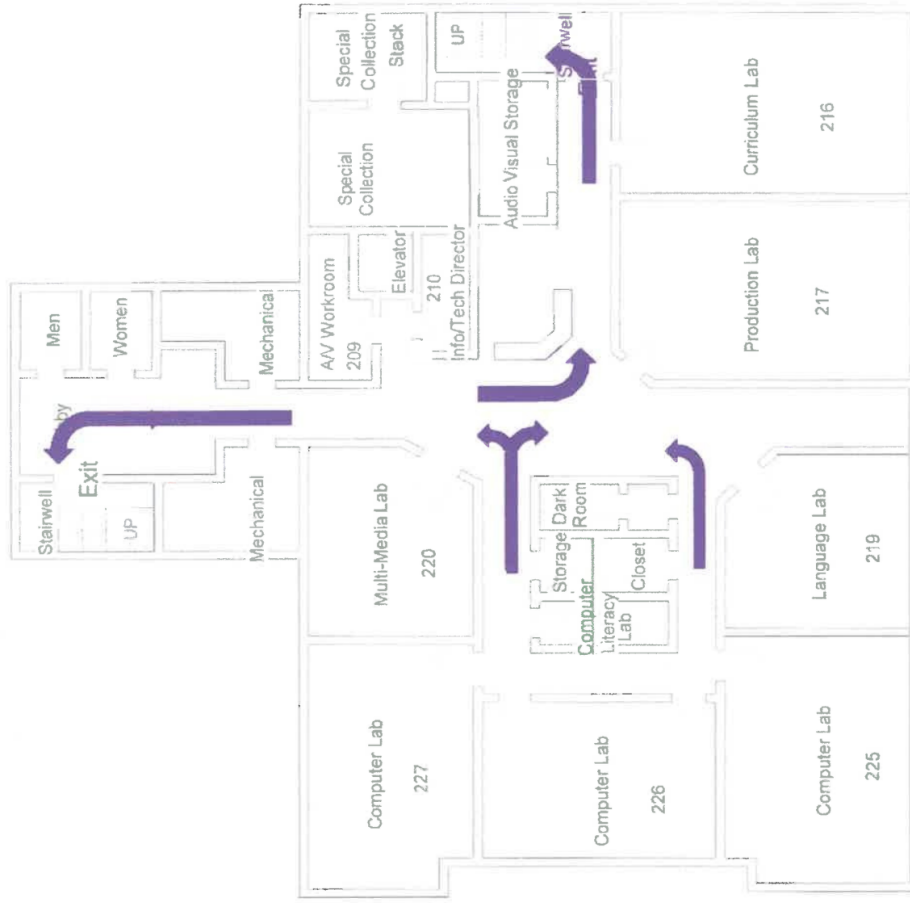


Haygood-Holsey Hall 3rd Floor





Collins-Callaway Library 1st Floor



Collins-Callaway Library 2nd Floor

PAINE COLLEGE

Residence Halls

BELLE BENNETT - 1ST AND 2ND FLOORS – NOT IN USE

BERRY GOMILLION HALL - 1ST AND 2ND FLOORS

GRAHAM HALL - 1ST AND 2ND FLOORS

ERVIN HALL – 1ST AND 2ND FLOORS 23

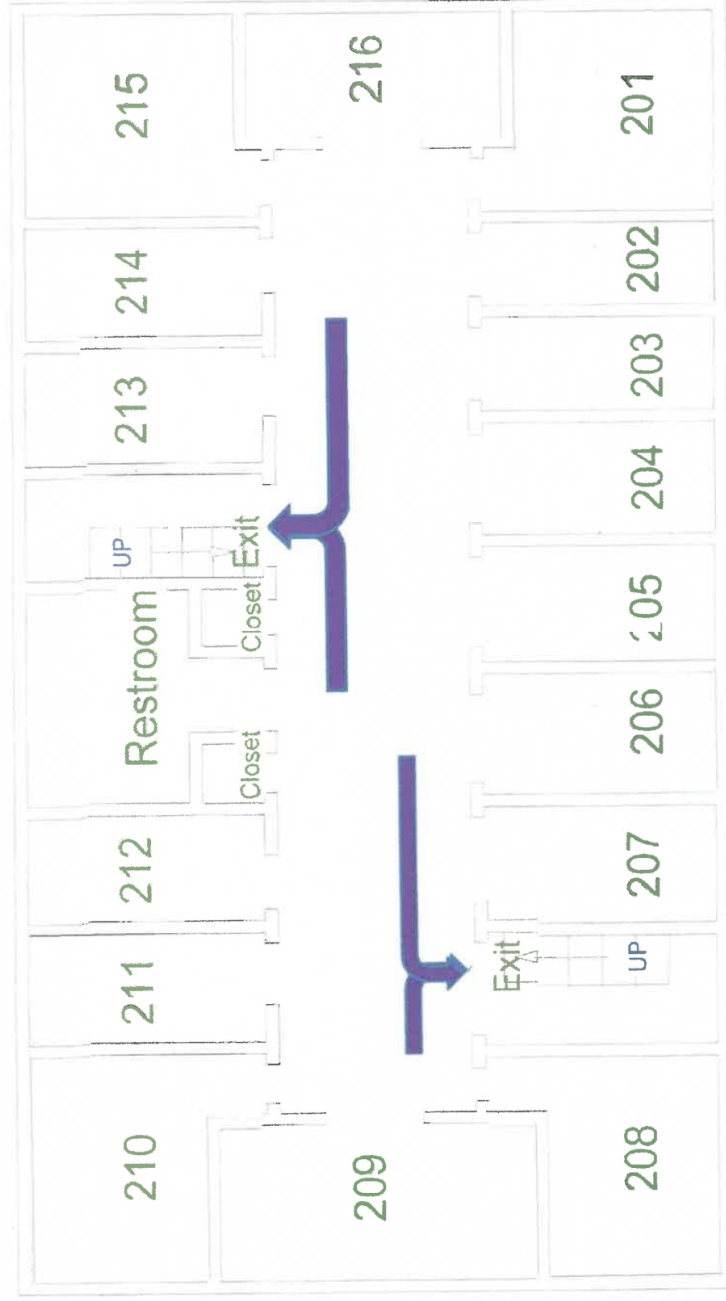
HOLLIS HALL - 1ST AND 2ND FLOORS

GRAY HALL - 1ST AND 2ND FLOORS

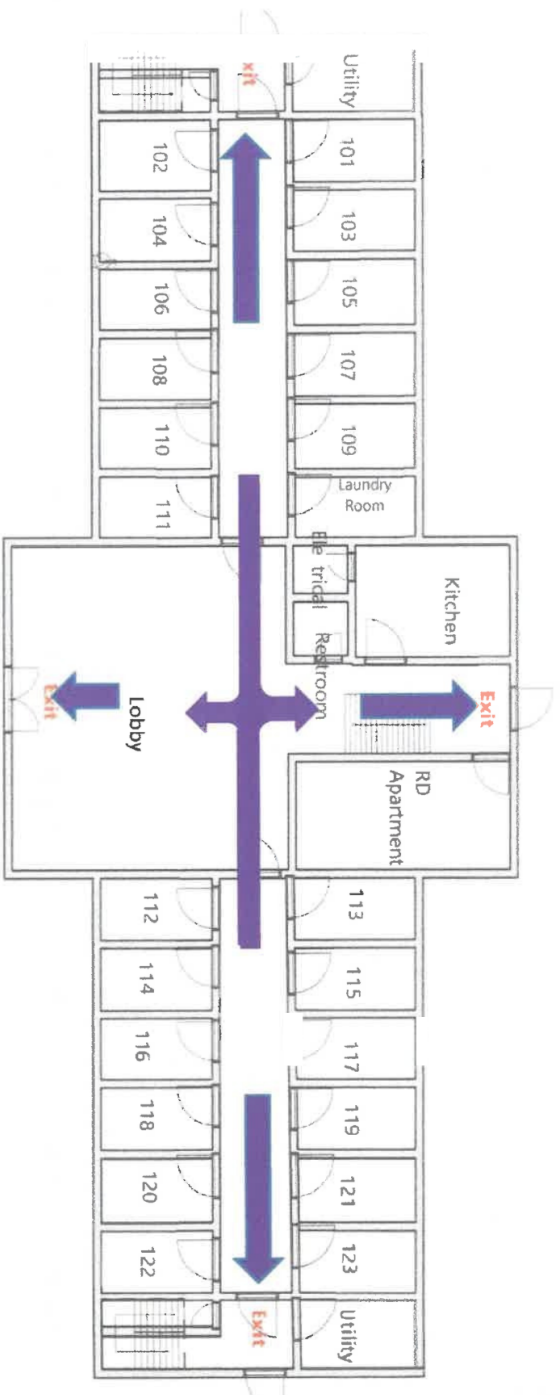
*JACKSON HOUSE - 1ST AND 2ND FLOORS – NOT OCCUPIED



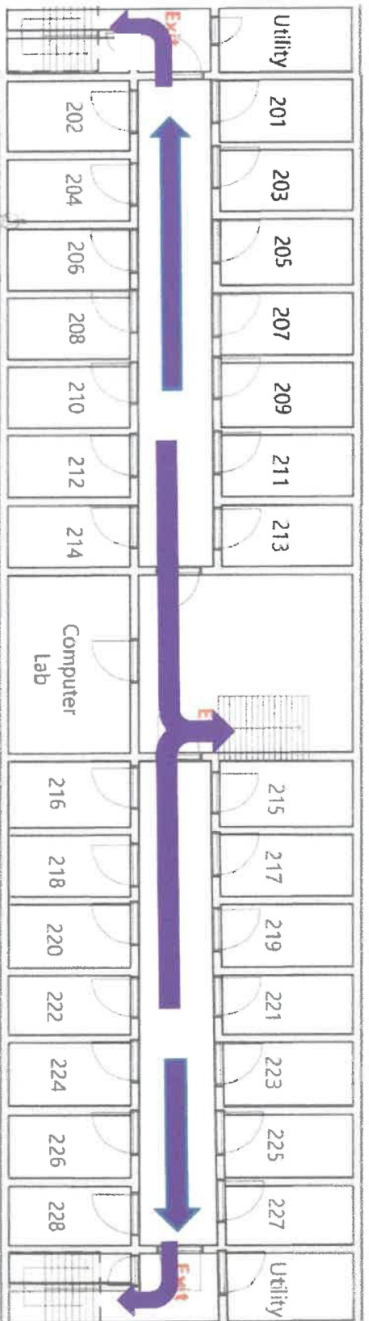
Belle-Bennett Hall 1st Floor



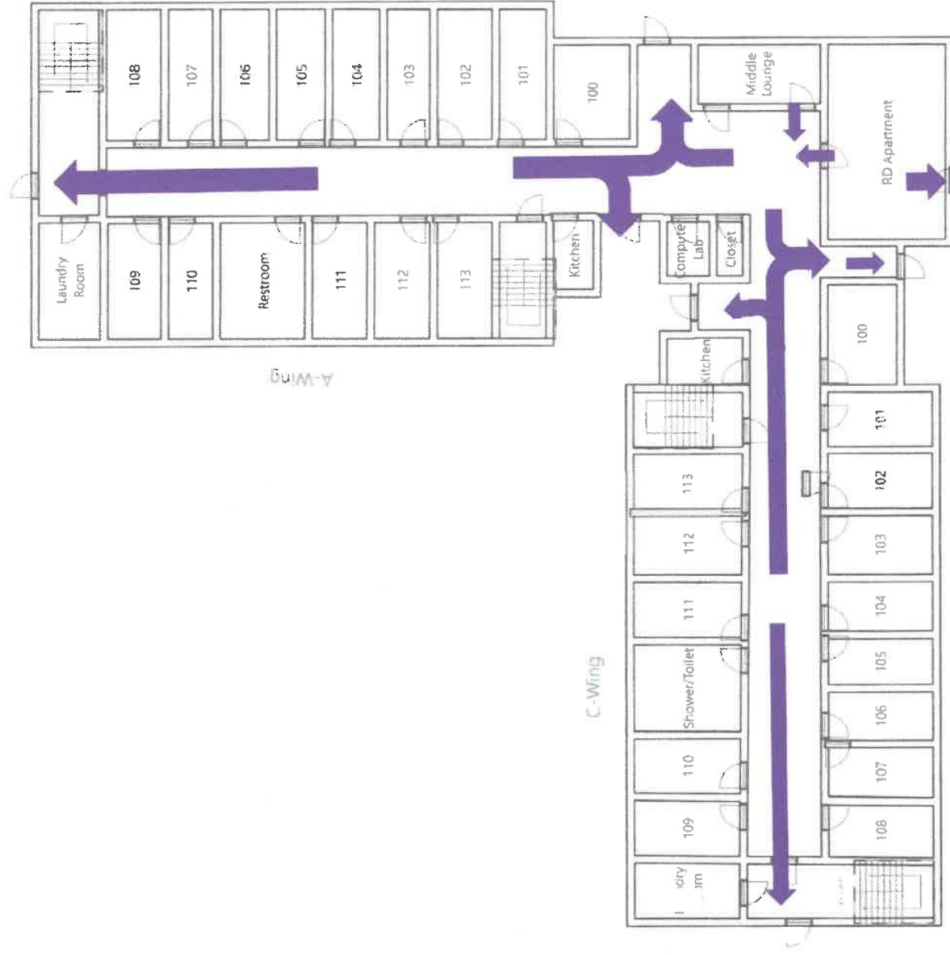
Belle-Bennett Hall 2nd Floor



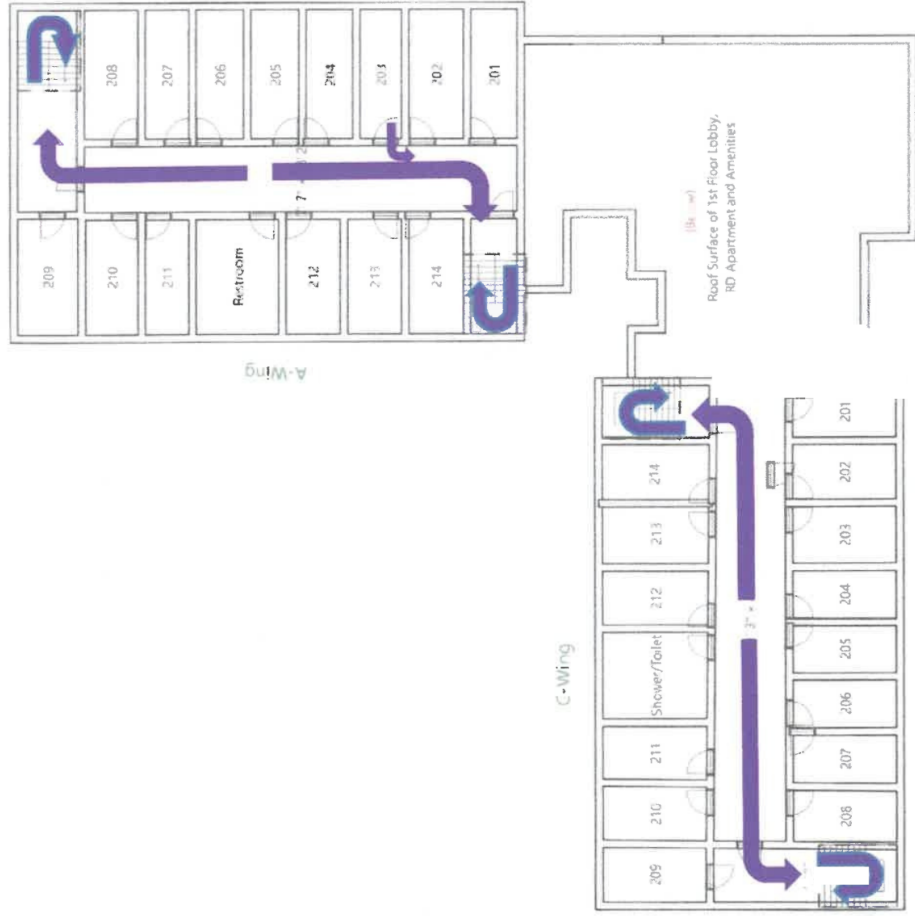
Berry-Gomillion Hall First Floor



Berry-Gomillion Hall 2nd Floor



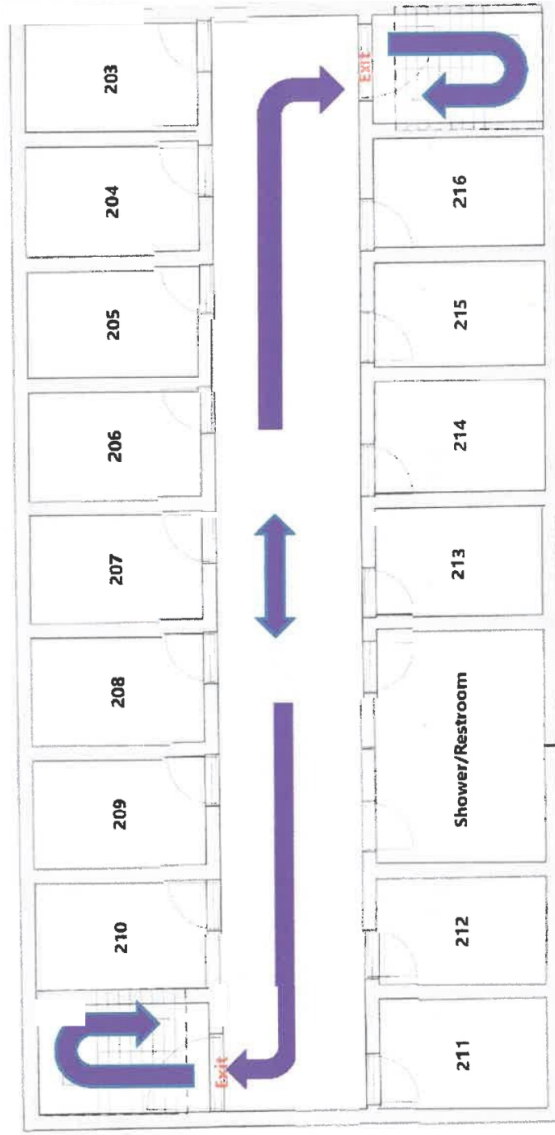
Graham Hall 1st Floor



Graham Hall 2nd Floor



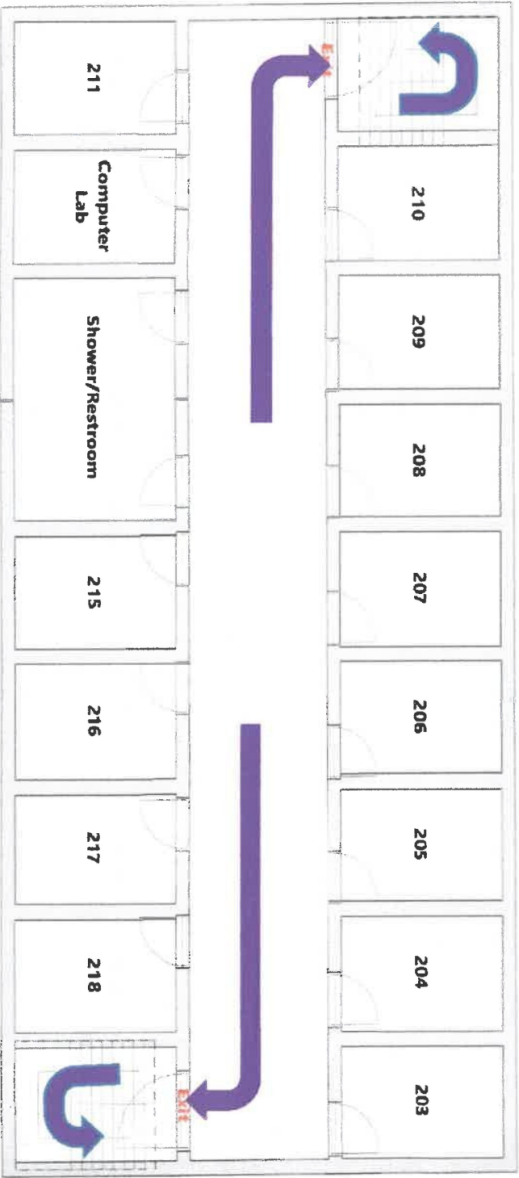
Ervin Hall 1st Floor



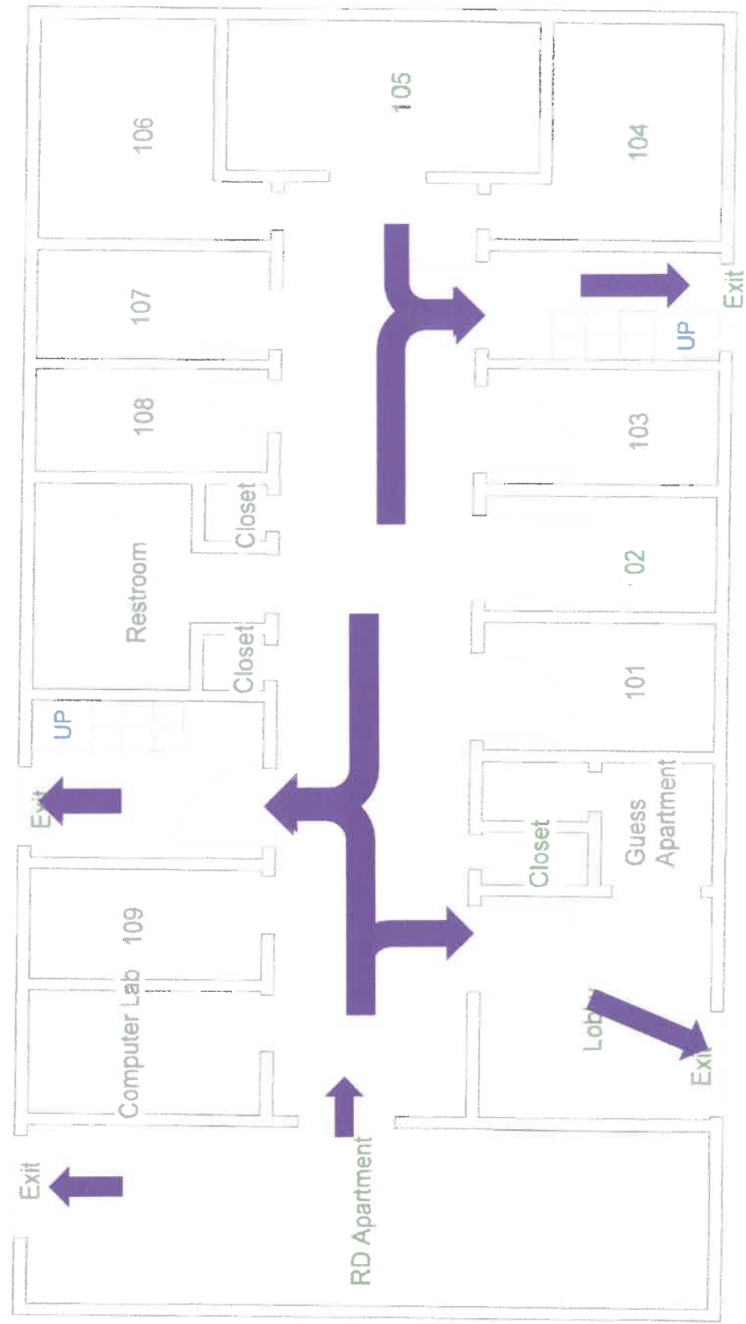
Ervin Hall Second Floor



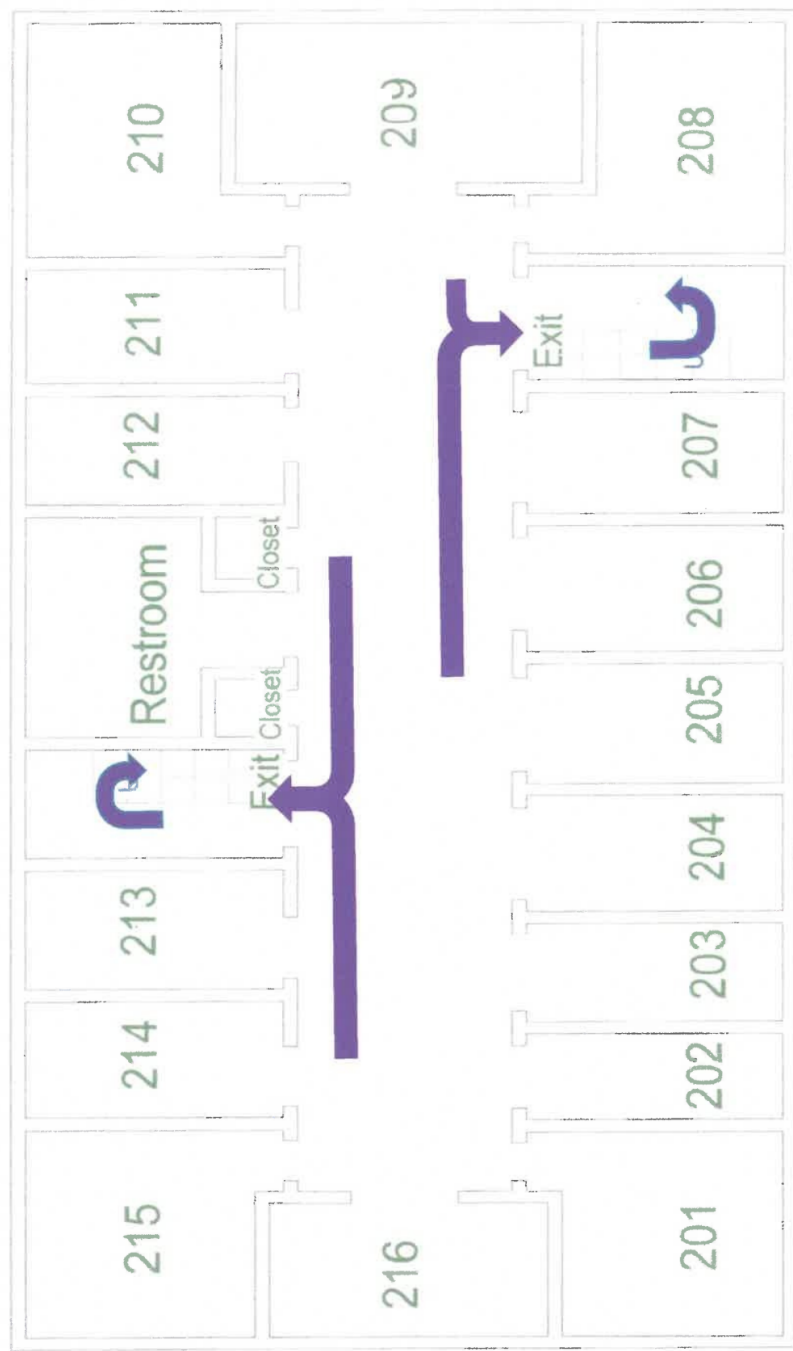
Hollis Hall 1st Floor



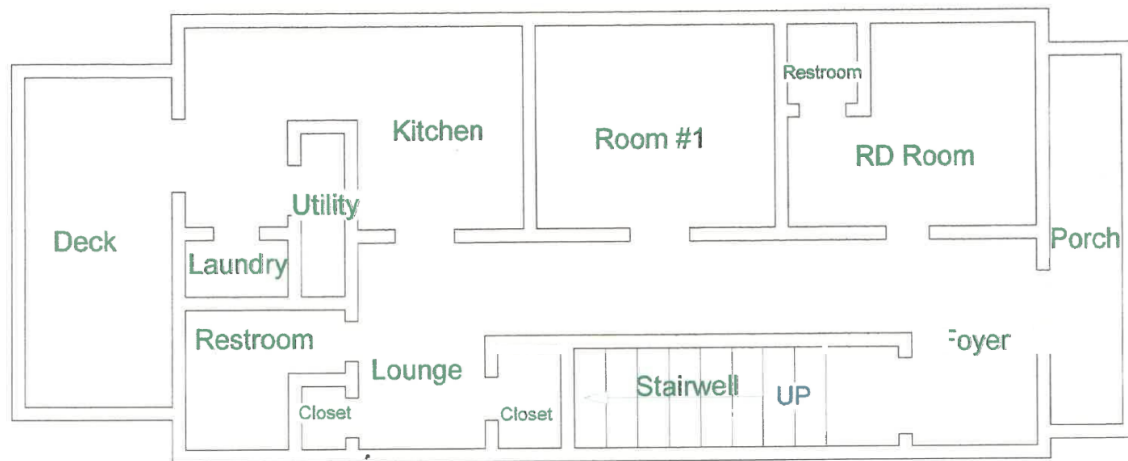
Hollis Hall 2nd Floor



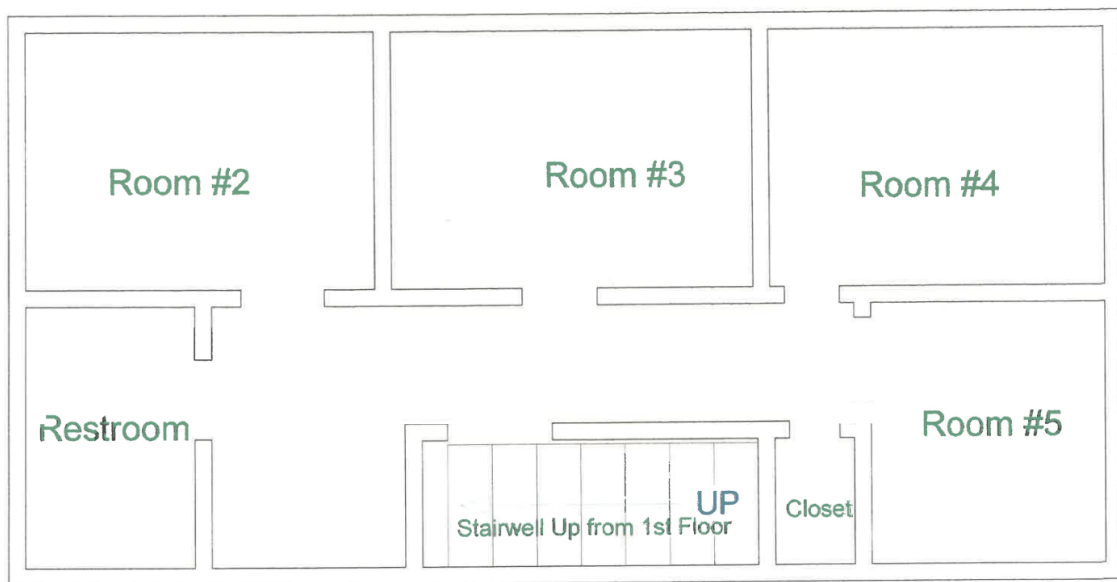
Gray Hall 1st Floor



Gray Hall 2nd Floor



The Jackson House 1st Floor



The Jackson House 2nd Floor

Non – Evacuation Réponse Plan

PAINE COLLEGE



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Non-Evacuation Response Plan

A sudden paralyzing catastrophe can occur on any campus at any time. Whether the disaster is by accident, willful violence, or an act of nature, the primary objective is to provide protection and assistance for students, faculty, staff, and the community at large. In many cases Colleges and Universities serve as emergency shelters and that can place an extra responsibility on campus resources. Therefore, it is critical that the college be prepared to effectively serve the disaster victims.

Upon receiving a request for shelter services, the President of the college will conduct a call meeting with the Crisis Management Team. The meeting will address the following:

1. **Who** – Identifies the name of the requester, the composite of the evacuees' women, children, elderly etc.
2. **What** – Identifies the type of disaster that occurred.
3. **When** – Identifies the time of occurrence of the disaster and the estimated time of arrival of the evacuees.
4. **Where** – Identifies the rally point of the arriving evacuees and the location of the housing while on campus.
5. **Why** – Identifies why the college was chosen as a shelter site.
6. **How** – Identifies the method of transportation used for the evacuees and their numbers.

At the end of the call meeting the President will call a campus meeting in the chapel to brief the students, faculty, and staff. Immediately after the briefing the Crisis Management Team will begin the preparatory phase for receiving the evacuees. Team members will do the following:

Continued on next page:

PAINE COLLEGE

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Non-Evacuation Procedures Cont'd

Should the effects of inclement weather cause a massive power outage and moderate flooding the following the following measures should be taken:

1. Campus Safety will immediately notify the President, the Vice President for Administrative and Fiscal Affairs and the Vice President of Student Affairs.
2. Campus Safety will immediately dispatch officers to each Resident Hall.
3. Buildings and Grounds and Georgia Power will be notified and given an update.
4. If the damage requires relocation, the student should be directed to the Chapel and the Odeum. Once there they will receive a briefing.

NOTE: students should be encouraged to bring with them blankets, pillows, and hygiene items. Thompson Hospitality will be contacted to provide food services.

Should you have any questions that are not answered in the summation: I can be contacted at (706) 821-8235.

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Campus Safety:

The Chief will brief his/her staff and execute the following:

1. Activate the recall roster all available officers must report for duty.
2. All on duty officers will be required to work extended hours.
3. All vehicles will be put in service.
4. Conduct the Emergency Management Services and request sleeping carts.
5. Assign a liaison officer to the evacuees.

Physical Plant Operations:

The Director of Physical Operations and the Director of Residence Life will ensure that the quality of life for the evacuees is accommodating. This will be accomplished by providing the following:

1. Sleeping carts
2. Blankets and Pillows
3. Two televisions (four are preferred)
4. Water a gallon per day times three days with small paper cups.
5. Sanitation supplies: One toilet kit per 100 evacuees, consisting of 20 rolls of toilet paper, 300 wet wipes, 300 plastic bags with ties for dirty laundry, 10 large plastic trash bags, and soap.

NOTE: There should also be reading material newspaper, magazines, novels, children books, and four telephones.

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Food Service:

The Director of Food Service will prepare a meal and will be prepared to serve the evacuees within 20/25 minutes of their arrival to the campus. The evacuees will also be provided with a survival pack. This pack will include fruit, a sandwich, cookie, and bottled water.

The Director of Food Service will make the necessary adjustment to accommodate an additional 100 meals for the duration of the evacuees sheltering.

Medical Support:

The campus Doctor and Nurse will address the evacuees and identify their medical needs and maintain a medical inventory consisting of the following:

1. 4 by 4-inch compress bandages 1,000 per 500 evacuees and campus personnel.
2. 8 by 10-inch compress bandages 150 p 500 evacuees and campus personnel.
3. 2-inch elastic bandages 24 count.
4. 4-inch elastic bandages 24 count.
5. Cardboard splints small, medium, and large.
6. Butterfly bandages 50 count.
7. Water in small containers 100 for flushing wounds.
8. Hydrogen peroxide 10 pints.
9. Bleach one small bottle.
10. Paramedic scissors 4 count.
11. Tweezers 3 assorted units.
12. Latex gloves 100 per 500 evacuees and campus personnel.
13. Dust mask 200 count.
14. Disposable blanket 60 count.
15. First aid book 2 standard and advanced.
16. Heavy duty gloves 20 count.
17. Oval eye patch 50 count.
18. Space blanket 1 per evacuee and campus personnel.

PAINE COLLEGE

Critical Incident Services

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Introduction

An emergency response incident is a critical event that requires a specialized evacuation response plan that will aid the preservation of life and property. In instances where time is allowed, all responding units and administrators will be briefed on the circumstances pertaining to the emergency. This method of incident resolution should be used in all facets of incident response to maximize the utilization of Campus Safety resources in order to bring the incident to an informative and effective resolution.

Campus Liaison

During times of a crisis incident, the College will provide tangible and intangible emotional support during this traumatic period of readjustment for all students, faculty and staff who were affected directly or indirectly by the incident. The President will assign the designated Crisis Management team to provide a specific service for the incident. For example, the responsibility of identifying and treating Post-Traumatic Stress Syndrome:

1. Vice President of Administrative and Fiscal Affairs
Work Phone (706) 821-8232

2. Chief of Campus Safety
Cell Phone (706) 840-0119
Work Phone (06) 821-8235

3. Dean of Student Affairs
Work Phone (706) 821- 8282

4. Campus Pastor
Work Phone (706) 821-8298/8295

PAINE COLLEGE

Medical Liaison

The establishment of the medical liaison team is intended to facilitate medical services, and to serve as the college's spokesperson, when appropriate for interviews. This team will coordinate medical inquiries with the family and will not disclose private information concerning the victim's condition without the family's approval.

Team members consist of the following personnel:

1. Campus Doctor

2. Campus Nurse

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There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE

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The responsibility of developing and executing the College's media relation plan, facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Public Relations Team. This team will coordinate media inquiries and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Director of Institutional Advancement and other disignees
1235 15th Street
Augusta, GA 30901
Work 706-821-8223

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1508 Laney Walker Blvd
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2. Departmental Captain
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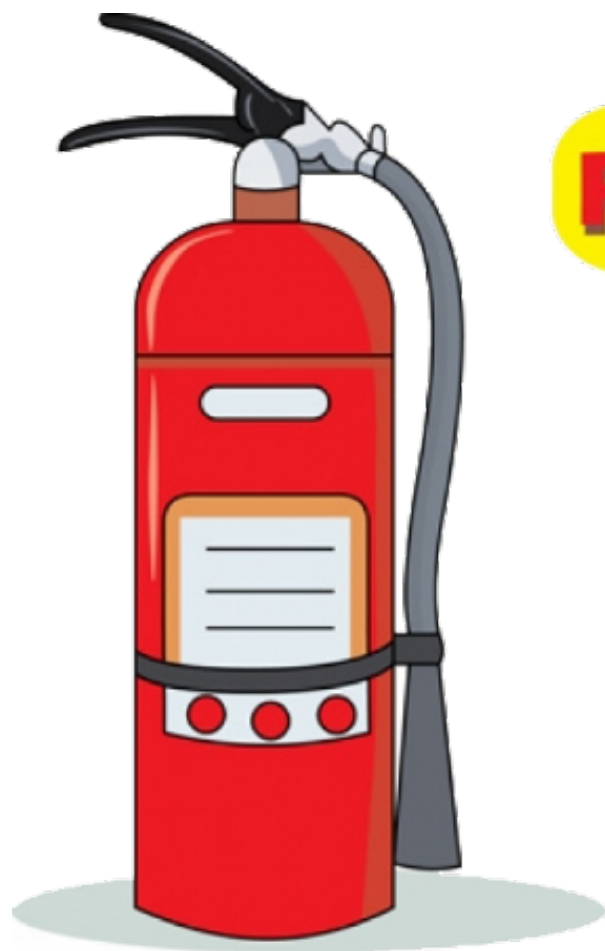
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1235 15th Street
Augusta, Georgia 30901
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FIRE SAFETY

FIRE SAFETY



FIRE SAFETY



PAINE COLLEGE

Fire Safety

Every year, fire kills at least one student in a campus residence hall and about 70 students suffer mild to severe injuries. The toll could be higher, but for fire sensing, fire suppressing and effective evacuation procedures. If a fire sensor is activated the following measures will be taken to preserve life and property.

Structural Evacuation Involving a fire:

If a fire is discovered campus safety will immediately begin the process of evacuation as follows:

1. Dispatch will contact the incident area Fire Marshall and brief him/her.
2. Dispatch will transmit emergency information to all on duty campus safety officers.
3. Dispatch will contact the Richmond County Fire Department.
4. Dispatch will contact the Campus Nurse.
5. dispatch will contact the President and all key essential personnel.

PAINE COLLEGE

Building Fire Marshal's Duties:

Fire Marshals are to ensure that all occupants safely exit the buildings. This will be accomplished in the following manner:

1. They will activate all fire sensors stations.
2. They will briskly walk to each room or office and inform all personnel of the immediate danger and instruct them to report to the designated rally point.
3. They will aggressively knock on all closed or locked doors to ensure that all occupants have exited the building.
4. They will check all restrooms and faculty lounges.
5. They will conduct a roll call.

Campus Safety's First Responders:

1. The safety officers will secure the area.
2. The safety officer will render first aid for minor injuries.
3. The safety officer will verify that all occupants have exited the building. This will be accomplished by communicating with the fire Marshal.
4. Campus Safety will assign a CPR certified officer to the incident area.
5. The responding units will maintain communication with dispatch.
6. Dispatch will keep the President informed of the status of the incident area as information becomes available.

PAINE COLLEGE

Medical Support:

If a fire occurs, students, faculty, staff, and visitors will have access to materials that will help them treat injuries and cope with other difficulties that confront them during a crisis. Upon notification of a structural evacuation involving a fire the campus nurse will take the following measures:

1. The nurse will contact the campus doctor.
2. The nurse will respond with a responder medical bag.
3. The nurse will coordinate medical assistance with responding emergency units.
4. The nurse will check all bandages applied by campus safety officers
5. The nurse will be the medical liaison until the arrival of the campus doctor.

NOTE: Upon relinquishing medical liaison duties to the campus doctor, the nurse will brief the president.

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Emergency Communication:

If a fire occurs in Haygood Holsey Hall, the Director of Information Technology and the Director of Physical Plant Operations will ensure that all telephone services are transferred to Campus Safety dispatch. Once this is accomplished campus safety will provide the following:

1. Campus safety will assign six additional officers (two per shift) to answer the enormous number of calls generated as a result of the incident.
2. Campus safety will have an updated student roster. This information will be provided by the Director of Student Affairs.
3. Campus safety will have a list of all students, faculty, and staff and visitors that were transported to medical facilities.
4. Campus safety will have a list of the medical facilities telephone numbers and their address.

Media Liaison

The Director of Institutional Advancement and the Director of Public Relations will issue a press release addressing the following:

1. The status of the students, faculty, and staff.
2. The purpose of the evaluation.
3. Contact telephone numbers for the Incident Command Center.

The media liaison should maintain telephone numbers for all media outlets. This information should be provided to the Incident Command Center.

PAINE COLLEGE

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All You Ever Wanted to Know About Fire Extinguishers...

There are basically four different types of classes of fire extinguishers, each of which extinguishes specific types of fire. Newer fire extinguishers use a picture/labeling system to designate which types of fires they are to be used on. Older fire extinguishers are labeled with colored geometrical shapes with letter designations. Both of these types of labels are shown below with the description of the different classes of extinguishers.

Additionally, Class A and Class B fire extinguishers have a numerical rating which is based on tests conducted by Underwriter's Laboratories that are designed to determine the extinguishing potential information that may be helpful to know.

Fire Extinguisher Ratings
Multi-Class Ratings
Types of Fire Extinguishers
How to Use a Fire Extinguisher

Fire Extinguisher Ratings



Class A Extinguishers will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.

PAINE COLLEGE

Fire Extinguisher Ratings Cont'd



Class B Extinguishers should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. the numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire a non-expert person can expect to extinguish.



Class C Extinguishers are suitable for use on electrically energized fires. This class of fire on electrically energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter "C" indicates that the Extinguishing agent is non-conductive.



Class D Extinguishers are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers for use

PAINE COLLEGE

Fire Extinguisher Ratings Cont'd



Class K Extinguishers are used on fires that involve cooking appliances that use cooking oils and fats (think deep fat fryer). There are no numerical components for Class K ratings because they are only tested on a single size fire source. This is tested by lighting a deep fat fire and extinguishing it without any splashing of the oil or reignition.

Multi-Class Ratings



Many extinguishers available today can be used on different types of fires and will be labeled with more than one designator, e.g. A-B, B-C, or A-B-C,. Make sure that if you have a multi-purpose extinguisher it is properly labeled.

This is the old style of labeling indicating suitability for use on Class A,B, and C fires.





This is the new style of labeling that shows this extinguisher may be used on Ordinary Combustibles, Flammable Liquids, or Electrical Equipment fires. This is the new labeling style with a diagonal red line drawn through the picture to indicate what type of fire this extinguisher is **NOT** suitable for. In this example, the fire extinguisher could be used on Ordinary Combustibles and Flammable Liquid fires, but not for electrical Equipment fires.

Types of Fire Extinguishers



Dry Chemical extinguishers are usually rated for multiple purpose use. They contain an extinguishing agent and use a compressed, non-flammable gas as a propellant.



Halon extinguishers contain a gas that interrupts the chemical reaction that takes place when fuels burn. These types of extinguishers are often used to protect valuable electrical equipment since they leave no residue to clean up. Halon extinguishers have a limited range, usually 4 to 6 feet, even after the flames have been extinguished.

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Types OF Fire Extinguishers Cont'd



Your text here

Water: These extinguishers contain water and compressed gas and should only be used on Class A (ordinary combustibles) fires.



Carbon Dioxide : (CO₂) extinguishers are most effective on Class B and C (liquids and electrical) fires. Since the gas most effective from 3 to 8 feet. The carbon dioxide is stored as a compressed liquid in the extinguisher; as it expands, it cools the surrounding air. The cooling will often cause ice to form around the “horn” where the gas is expelled from the extinguisher. Since the fire could re-ignite, continue to apply the agent even after the fire appears to be out.

PAINE COLLEGE

How to Use a Fire Extinguisher

Even though extinguishers come in a number of shapes and sizes, they all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

P A S S – Pull, Aim, Squeeze and Sweep



Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.



Aim the nozzle toward the base of the fire.



Stand approximately 8 feet away from the fire and squeeze the handle to discharge the extinguisher. If you release the handle, the discharge will stop.



Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!

Department of Campus Safety Policy and Procedures

CAMPUS POLICE AND SAFETY DEPARTMENT



PAINE COLLEGE
Department of Campus Safety
Policy and Procedures

Policy Type: Administrative

Policy Title: Critical Incident Management

Effective Date: September 6, 2023

I. Policy

The policy of Paine College and the Department of campus safety is to maintain plans and operational guidelines for critical incidents, which may occur on the campus or within the jurisdictional authority of the department. The department is responsible for maintenance of contingency plans for natural and man-made disaster, hostage situations involving barricaded suspects, VIP and dignitary security details. The primary objective of during any critical incident is the preservation of life and property through the deployment personnel, including First Responders.

II. Procedures

A. Responsibility and Planning

The Chief of campus safety or designee, will plan the response to critical incidents and serve as liaison with outside agencies. The Chief of campus safety will command all critical incident mobilizations. The Chief will continuously communicate with the President of the college directly or via cellular-phone.

B. Emergency Mobilization Plan

Stage -One (Normal): In a normal day-to-day operations there are no unusual or life threatening incidents.

Stage-Two (Advanced): Day-to-Day operations are slightly adjusted, due to advanced notification. All safety officers are required to notify their shifts supervisors of a telephone number, beeper, and email address where they can be reached if the department needs their support. When notified of a Stage-Two Alert all safety officers are expected to make the necessary adjustments to effectively respond to the campus.

Stage-Three (Emergency): a critical incident is imminent. All personnel that are currently on duty will be required to remain on campus. The on coming shift will be contacted and informed of the incident and are

required to report for duty immediately. The midnight shift personnel will also be required to report for duty.

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III. Media Relation

All personnel will adhere to the campus policy concerning the release of information to the media. If approached by members of the public or the media regarding matters of the college all personnel are advised to direct them to the campus Public Relation Department. Accurate information regarding critical incidents is essential in preventing the spread of inaccurate information which would have an adverse response in the campus community. Under no circumstances should any personnel make comments to the media while in their official capacity as an employee of Paine College.

Traffic Control

Traffic Control is vital for maintaining an orderly flow of official vehicles to and from the incident area and to ensure that unauthorized personnel are denied access. Specific access control points will be identified by the Chief or designee, who will coordinate with all responding agencies that desire to assist in controlling, containing and resolving the incident. As soon as possible after conferring with the President of the college the Chief of campus safety will compile a campus access list which will be distributed to the office dispatcher, shift supervisors and personnel posted at each entry point.

Coordination with Responding Agencies

In the event of a critical incident, assistance from other agencies is vital. The emergency Response Manual located in the Dispatcher's Office.

Augusta Fire Department – 911

Augusta University Campus Police – 706.737.1401

Piedmont Hospital – Campus Police – 706-721-2914

Richmond County Sheriff's Office – 706.821.1080

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Active Shooter/Hostage Taker

Field Command Post:

If a man-made or natural disaster occurs on campus the campus safety office will be the designated Incident Command Center. If the disaster requires evacuation from the interior of the campus, the Command Center will be established in a designated classroom. The Field command Center will be staffed with the Chief of Campus safety, Department's Captain and Shift Supervisors. Responding agencies will also have access to the command center.

The Supervisor's vehicle may be used as a Mobile Field Command Post. The vehicle will be equipped with the following items:

1. Barrier Tape and Signs
2. First Aid Kit
3. Campus Telephone Directory
4. CSRA Telephone Directory
5. Campus Map
6. Traffic Cones
7. Fire Extinguisher
8. Binoculars
9. Camera

Hostage and Barricaded Suspect(s) Procedures:

The resolution of hostile situations can often be facilitated with negotiations. Flexibility is essential. Initial responding units must attempt to avoid confrontation and maintain containment on the incident area until a Hostage Negotiation Team arrives. The primary focus is a peaceful resolution and the minimizing of the loss of life.

NOTE: Deadly Force IS ALWAYS A LAST RESORT!

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Arrival at the Scene:

The first officer arriving at the scene should contain the area by clearing the area of all bystanders. When it has been confirmed that hostages are being held, the officer should inform dispatch of their assessment of the incident area. The following information should be given:

1. The exact location of the incident area and the name of the building where the hostage takers are barricaded.
2. Type of weapon(s) used by the hostage takers
3. Injuries of hostages and hostage takers
4. Type of clothing worn by the hostage taker(s)

Once inner/outer containment has been established only law Enforcement, Medical, Fire Department, the President or Designee are allowed to enter the Field Command Center.

Evacuation

Every attempt shall be made to evacuate all students, faculty, staff and visitors from the incident area and in some instances the campus when applicable. Evacuees of the incident area should be interviewed given that they could have possible pertinent information concerning the incident. A roster containing names of all students, faculty, and staff should be available this will ensure accurate accountability of all personnel.

Dispatcher

Upon receiving notification of an Active Shooter or Hostage Taker on campus, the dispatcher will give the signal code 10-3 (Cease all radio communication and wait for further information) and the signal code of 10-2 (subject with a firearm). The President's office will be notified immediately. The dispatcher will also notify the campus community via bulk e-mail notification and Departmental Telephone System.

The dispatcher should gather the Five Components of Incident Intelligence.

1. **Who** - identifies the subject's age, gender, ethnicity and name if possible
2. **What** – Identifies the type of Incident
3. **When** – identifies the approximate time the incident occurred

4. **Where** – identifies the location of the incident and subjects and victims
5. **How** – Identifies the method by which the subjects gain access to the incident area.

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Once the dispatcher has gathered the Five Components of Incident Intelligence, he or she will give this information to the Incident Commander.

Command Post

Only essential personnel will be granted access to the Command Post. Essential personnel are identified as, the President of the college and his designee, chief of Campus safety and his designee, Dean of Student Affairs, Dean of Academic Affairs, and all emergency responding agencies.

Negotiation

The responding unit may be required to serve as the initial negotiator until a trained negotiator arrives. The barricaded suspect (s) should not be allowed to leave the incident area. Upon the arrival of the negotiator the officer will brief him/her of the pending situation and maintain their position in the incident area until there is a resolution to the incident.

NOTE: A peaceful resolution is desired , however Deadly Force will be utilized to resolve the incident and restore order and safety to the campus.

Explosive/Bomb Threat Procedures

Interest in bomb detection capabilities is on the rise as a result of heightened fears of terrorism. The response should be handled in a manner which minimizes panic, loss of life and damage to property.

Notification

Upon receiving a bomb threat or notification of a bomb threat on campus, the officer receiving the call should utilize the Bomb Threat Checklist to help determine the seriousness of any threat and to assist in identifying the caller.

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Bomb threat

Many universities and Colleges around the country have received a bomb threat. Most were prank calls; some were the actual thing. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO'S AND DON'TS:

The last thing any of us expect to hear once we answer the telephone is "there is a bomb on your campus. If you receive such a call it is recommended you follow the following steps:

1. Be Calm.
2. Be courteous
3. Listen for any distinguishing sounds
4. Do not interrupt the caller notify your supervisor
5. Notify campus safety at 706.821.8235
6. Only hang up the telephone after the caller has ended his or her call
7. Begin to evacuate the building

WHERE BOMBS ARE FOUND:

1. Boiler rooms
2. Utility closets
3. Under stairwells
4. Trash
5. Mail packages or letters
6. Ceiling with removable panels
7. Inside desk or storage containers
8. Areas hidden by drapes or curtains

9. Facilities with removable floor panels

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Bomb Threat
(For use in recording calls)
Place this near your telephone

QUESTIONS TO ASK:

1. When is the going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call is received:

Time: _____ Date: _____/_____/_____

CALLER'S VOICE:

☐ Calm	☐ Nasal
☐ Angry	☐ Stutter
☐ Excited	☐ Lisp
☐ Slow	☐ Raspy
☐ Rapid	☐ Deep
☐ Soft	☐ Ragged
☐ Loud	☐ Clearing throat
☐ Laughter	☐ Deep Breathing
☐ Crying	☐ Cracking Voice
☐ Normal	☐ Disguised
☐ Distinct	☐ Accent
☐ Slurred	☐ Familiar
☐ Whispered	

If voice is familiar who did it sound like?

BACKGROUND SOUNDS:

☐ Street noises	☐ Factory
☐ Crockery Voices	☐ Animal Noises
☐ PA System	☐ Clear
☐ Music	☐ Static
☐ House Noises	☐ Local
☐ Motor	☐ Long distance
☐ Office Machinery	☐ Booth

Other

THREAT LANGUAGE

☐ Well Spoken (Educated)	☐ Incoherent
☐ Foul	☐ Taped
	☐ Message Read by
	Maker

REMARKS: _____

Reported Call Immediately to:

Phone Number: _____

Date: _____/_____/_____

Name: _____

Position: _____

Phone Number: _____

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Notification Cont'd

After gathering this information, the officer should immediately notify the shift supervisor of the pending threat. The shift supervisor will contact the Chief of Campus Safety and the Richmond County Sheriff's Department, he or she will notify all units of the incident response status, Stage one, Stage two, or Stage three. The supervisor will contact the Richmond County Explosive Ordnance Unit at (706) 821-1080 dispatcher.

Communication Precautions

Some explosive devices are radio activated. It is therefore imperative that all Radio or cellular phone transmissions of responding emergency response units cease within a mile of the incident area. All communication regarding bomb threats should be communicated through telephone or assigned rover.

Search Procedures

Upon notification of an explosive device on campus a search for the bomb should begin immediately. The search should start at exterior of the building working towards the interior. Once inside the building, the officers should start on the lower levels and work their way to the upper levels. Once a suspicious item is discovered, it should not be touched or moved. The area should be secured, and the Ordinance Team should be notified. The following is a listing of methods saboteurs, disgruntle employees and terrorist will take to disguise or conceal an explosive device:

1. Boiler Rooms
2. Utility Closets
3. Under Stairwells
4. Trash Cans and Dumpsters
5. Mail Packages or Storage Containers
6. Ceiling removable panels
7. Areas Hidden by Drapes or Curtains
8. Facilities with Removable Floor Panes
9. Bathrooms
10. Locker Rooms and Lockers

NOTE: Remember never kick, touch, or move a suspicious item.

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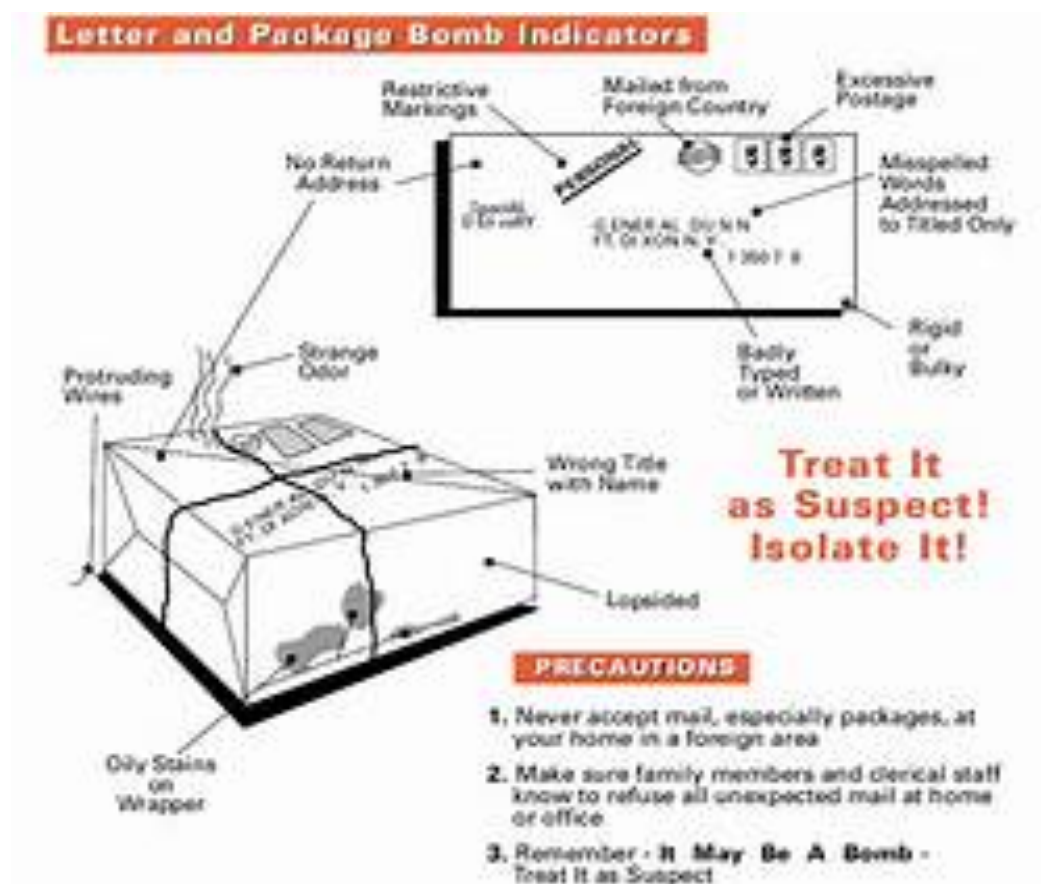
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HOW TO IDENTIFY POSSIBLE BOMB CONFIGURATIONS:

1. Protruding wires or aluminum foil
2. Ticking sound
3. Excessive weight
4. Oily stains
5. Excessive postage
6. Badly typed or handwritten address
7. No return address
8. Strange odor
9. Rigid or bulky
10. Wrong title with name

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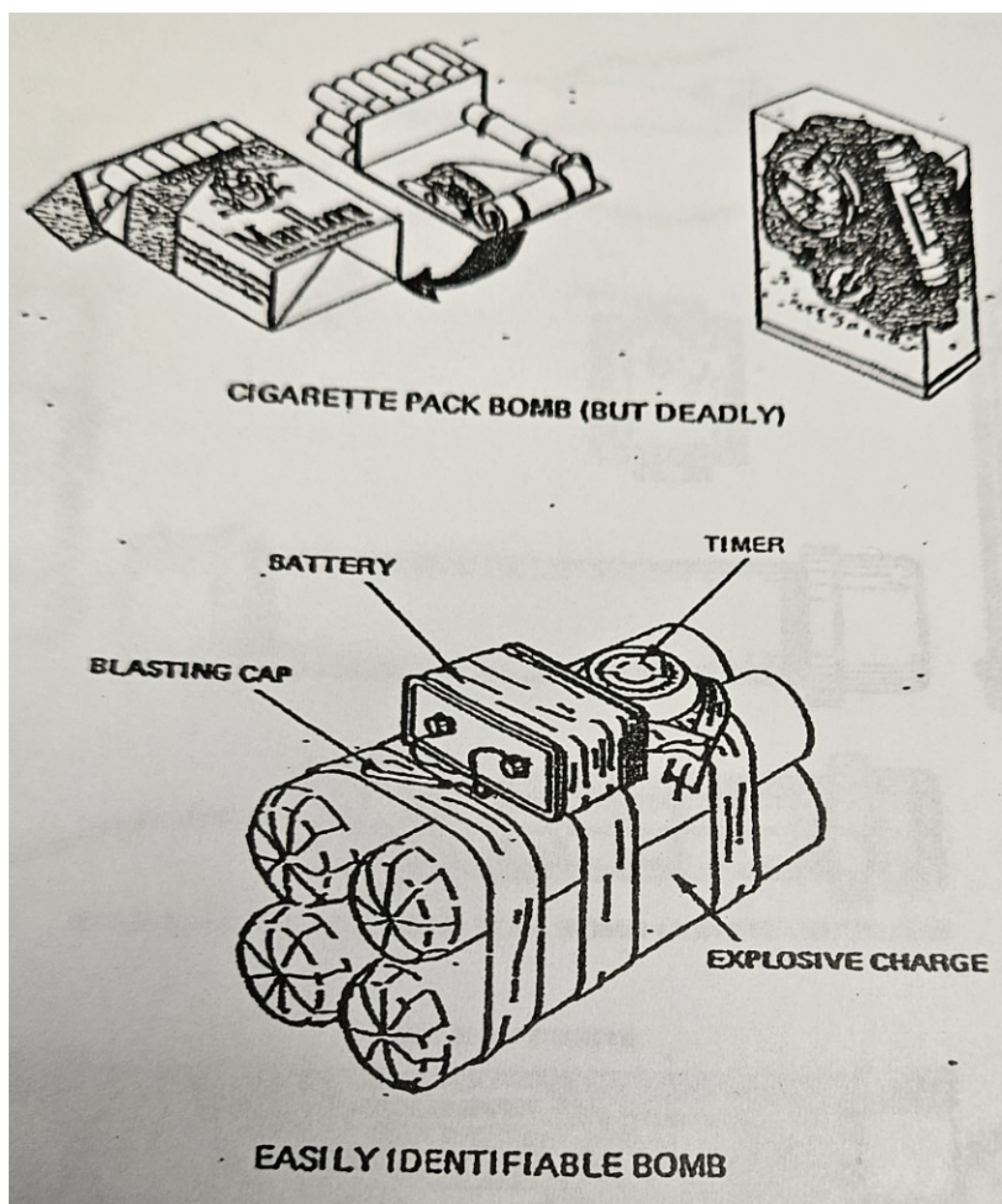
Postal Service Mail – Especially if the address is screwed up or the return address/postmark is strange, unexpected, or missing. Rigid envelopes can be a clue to explosive contents.



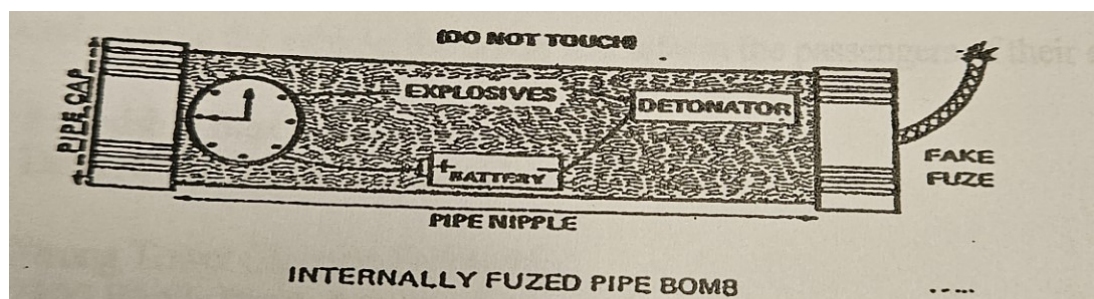
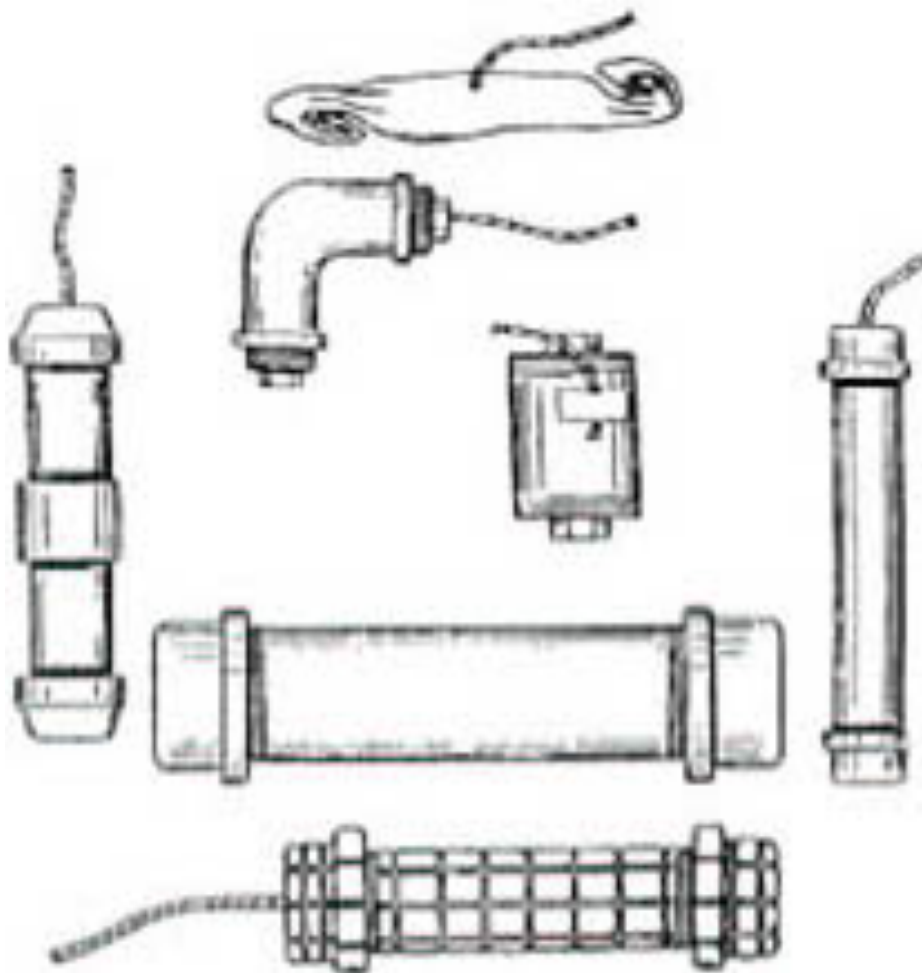
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External Appearances Cont'd

Briefcases/Boxes – any style, color, size, including what appears to be discarded quick food containers. Some may even be as small as a cigarette package.



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Vehicle Search for Explosive Device

Campus Safety officers will not attempt to do a search in a vehicle that is suspected of containing a bomb or other explosive devices. This should only be conducted by the Richmond County Ordinance Unit.

Suspicious Device Found/Evacuation Required

Upon discovery of a suspicious object or explosive device the area or building should be evacuated. The evacuees should proceed to a designated safe area. This area should be approximately 300 feet from the incident area; preferably one that is shielded by another building.

When an evacuation has occurred, only essential personnel and Explosive Ordinance Technicians will be granted access to the incident area. In instances where the location of the explosive device is unknown all campus personnel will be evacuated to the campus of Richmond Academy High School. To mitigate traffic congestion and panic during the evacuation campus safety will control access to Beman Street and Mulherin Street. The college cars will be utilized to transport evacuees to the evacuation area.

Extended Evacuation Procedures

In the event the evacuation requires extended periods of housing the following measures should be taken.

1. Campus Safety will immediately dispatch transportation to the following areas:
 1. The parking area of Epworth and Berry Gomillion Resident Hall
 2. The parking area of Graham , Belle Bennett, and Hollis Hall
 3. The parking area of Campus Safety
2. The Dispatcher will contact the Resident Directors and inform them of the pending threat and advise them to ensure that all students should bring with them blankets, pillows, hygiene items and snack foods.
3. Upon boarding the vehicle, the driver will inform the passengers of their destination.
 1. Friendship Baptist Church
Deans Bridge Road, Augusta, GA
 2. Strong Tower Christian Fellowship
2805 Wylds Road, Augusta, GA
Phone # 706-737-6758

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Vehicle Search for Explosive Device Cont'd

3. Piney Grove Missionary Baptist Church
3135 Church Road, Augusta, GA
Phone # 706-738-3987

Structural Evacuation involving a Bomb:

Many Colleges and Universities around the country have received a bomb threat. Most were prank calls; some were the actual thing. The purpose of these guidelines is to ensure an acceptable preservation of life and property. If a bomb is discovered or a bomb threat is made the college will contact campus safety.

Campus safety:

1. Dispatch will transmit in the following manner "Dispatch to all units 10-3 (clear the net). Be advised it has been reported that a 10-89 (Bomb) has been reported or discovered on campus. All units will discontinue transmissions and standby for further instructions.
2. Dispatch will contact all building Fire Marshalls and brief them of the existing danger. To enhance the evacuation, process a safety officer will be dispatched to each building.
3. Dispatch will notify the Richmond County Fire Department and the Richmond County Sheriff's Office.
4. Dispatch will notify the President of the college and key essential personnel.

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Building Fire Marshal's Duties:

Fire Marshals are to ensure that all occupants safely exit the buildings. This will be accomplished in the following manner.

1. They will activate all fire sensor stations.
2. They will briskly walk to each room or office and inform all personnel of the immediate danger and instruct them to report to the designated rally point.
3. They will aggressively knock on all closed or locked doors to ensure that all occupants have exited the building.
4. They will check all restrooms and faculty lounges.
5. They will conduct a roll call.

Campus Safety's First Responders:

1. The Safety officer will secure the area.
2. The safety officer will render first-aid for minor injuries.
3. The safety officer will verify that all occupants have exited the building. This will be accomplished by communicating with the Fire Marshall.
4. Campus Safety will assign a C.P.R. certified officer to the incident area.
5. The responding units will maintain communication with dispatch.

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Policy and Procedures Cont'd

Medical Support

If a bomb threat is received, students, faculty, staff, and visitors will have access to materials that will help them treat injuries and cope with other difficulties that confront them during a crisis. Upon notification of a structural evacuation involving a bomb the campus nurse will take the following measures:

1. The nurse will contact the campus doctor.
2. The nurse will respond with a responder medical bag.
3. The nurse will coordinate medical assistance with responding emergency units
4. The nurse will check all bandages applied by; safety officers
5. The nurse will be the medical liaison until the arrival of the campus doctor.

NOTE: Upon relinquishing medical liaison duties to the campus doctor, the nurse will brief the President.

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Emergency Communication:

If a bomb is discovered in Haygood Holsey Hall, the Director of Computer Technology and the Director of Physical Plant Operations will ensure that all telephone services are transferred to campus safety dispatch. Once this is accomplished campus safety will provide the following:

1. Campus safety will assign six additional officers (two per shift) to answer the huge number of calls generated as a result of the incident.
2. Campus safety will have an updated student roster. This information will be provided by the Director of Student Affairs.
3. Campus safety will have a list of all students, faculty, staff, and visitors that were transported to medical facilities.
4. Campus Safety will have a list of the medical facilities' telephone numbers and their address.

Media Liaison:

The Director of Institutional Advancement and the Director of Public Relations will issue a press release addressing the following:

1. The status of the students, faculty, and staff.
2. The purpose of the evacuation.
3. Contact telephone numbers for the communication center.

The media liaison should maintain telephone numbers for all media outlets. This information should be provided to the communications center.

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Critical Incident Services

This plan serves as a quick reference when responding to a critical incident that involves the evacuation of the campus and any of its buildings. Every University and College is unique in location, structure, and available resources, and there is not a single plan that is globally uniform for every situation. Each College or University must develop a response plan to meet its unique requirements.

Introduction

As emergency response incident is a critical event that requires a specialized evacuation response plan that will aid the preservation of life and property. In instances where time allows, all responding units and administrators will be briefed on the circumstances pertaining to the emergency. This method of incident resolution should be used in all facets of incident response to maximize the utilization of Campus safety resources in order to bring the incident to an informative and effective resolution.

Campus Liaison

During times of a crisis incident, the college will provide tangible and intangible emotional support during this traumatic period of readjustment for all students, faculty and staff who were affected directly or indirectly by the incident. The President will assign the designated Crisis Management Team to provide a specific service for the incident. For example, the responsibility of identifying and treating Post traumatic stress syndrome:

1. Vice President of Administrative and Fiscal Affairs
Work # 706-821-8232
2. Chief of Campus Safety
Cell # 706-84-0119
Work # 706-821-8235
3. Dean of Student Affairs
Work # 706-821-8282
4. Campus Pastor
Work # 706-821-8298/8295

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Medical Liaison

The establishment of the medical liaison team is intended to facilitate medical services, and to serve as the college's spokesperson, when appropriate for interviews. This team will coordinate medical inquires with the family and will not disclose private information concerning the victim's condition without the family's approval.

Team members consist of the following personnel:

1. Campus Doctor

2. Campus Nurse

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE
Department of Campus Safety
Policy and Procedures Cont'd

Media Liaison

The responsibility of developing and executing the College's media relation plan, facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Public Relations team. This team will coordinate media inquiries and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Director of Institutional Advancement and other designers.
1235 15th Street, Augusta, GA 30901
Work # 706-821-8223

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE

Department of Campus Safety

Policy and Procedures Cont'd

Incident Command Liaison

The responsibility of developing and executing the College's Incident Command Plan facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Incident Command Liaison. This team will coordinate media inquiries with the family and will not discuss sensitive information concerning the incident without the President's approval.

1. Chief of Campus Safety
1538 Laney Walker Blvd
Augusta, GA 30901
706-821-8235 / 706-840-0119
2. Department Captain
3. Designated Departmental Supervisors
And Responding Agency Supervisors
4. Director of Institutional Advancement
1235 15th Street
Augusta, GA 30901
706-821-8223

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only

information available at this time is _____. We thank you for your cooperation during this difficult time.

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Department of Campus Safety Policy and Procedures Cont'd

Family Liaison

The responsibility of developing and executing the College's Family Liaison Plan facilitating media inquiries and interviews and to serve as the college's spokesperson, when appropriate, is assigned to the Family Liaison. This team will coordinate media inquiries with the family and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Chief of Campus Safety / Department Captain
Cell (706) 840-0119
Work (706) 821-8235
2. Campus Pastor
Work (706) 821-8298/8295
3. Designee of Institutional Advancement
(706) 821-8223
4. Vice President of Student Affairs
Work (706) 821-8282

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available. The only information available at this time is _____. We thank you for your cooperation during this difficult time.

Response to Biological Scare or Chemical Attack

Response to a Biological Scare or Chemical Attack



PAINE COLLEGE

Response to a Biological or Chemical Scare or Attack

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

Contaminated with the Anthrax Bacteria or Spores:

DO NOT PANIC

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to anthrax spores by early treatment with the appropriate antibiotics.

Anthrax is not spread from person to person.

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS

Some characteristics of suspicious packages and letters include the following:

1. Too much or too little postage.
2. Handwritten or poorly typed addresses
3. Incorrect titles
4. Title, no name
5. Misspelling of common words
6. Oily stains, discoloration, or odor
7. No return address
8. Excessive weight
9. Lopsided or uneven envelope
10. Protruding wires or aluminum
11. Excessive security material such as masking tape, string, etc.
12. Ticking sound
13. Marked with restrictive endorsement, such as "personal" or "confidential"
14. Shows a city or state in the postmark that does not match the return address.

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Anthrax Cont'd

SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATING MESSAGE SUCH AS "ANTHRAX":

1. DO NOT shake or empty the contents of any suspicious envelope or package.
2. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. Mark the area where the package was found
4. Leave the room and close the door, or section off the area to prevent others from entering the area.
5. WASH your hands with soap and water to prevent spreading any powder to your face
6. If a suspicious envelope appears in your office, call Campus Safety who will forward the information to both local public health authorities and law enforcement officials.
7. List all people who were in the room or area when this suspicious letter or package was recognized. Give the list to Campus Safety who will forward the information to both local public health authorities and law enforcement.

IF YOU OPEN AN ENVELOPE WITH POWDER THAT SPILLS OUT ONTO THE SURFACE:

1. **DO NOT** try to **CLEAN UP** the powder. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and **DO NOT** remove this cover.
2. Leave the room and close the door, or section off the area to prevent others from entering the area.
3. Wash your hands with soap and water to prevent spreading any powder on your face.
4. Contact Campus Safety at 706-821-8235 and notify an available supervisor.
5. Remove heavily contaminated clothing and place them in a plastic container
6. Shower with soap and water. Do not use bleach or other disinfectants on your skin.
7. List all people in the room, especially those who had contact with the powder. Give this list to Campus Safety.

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Structual Evaluation Involving a Biological or Chemical Attack:

Many colleges and Universities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. If it is determined that a biological or chemical attack is imminent or occurring the following measures will be taken.

Dispatcher's Duties:

1. Dispatch will contact all Fire Marshals and brief them.
2. Dispatch will transmit the information to all on-duty officers.
3. Dispatch will contact the Richmond County Haz-Mat Team.
4. Dispatch will contact the Richmond County Sheriff's Office.
5. Dispatch will contact the Campus Doctor and Nurse.
6. Dispatch will contact the President and all key essential personnel.

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Building Fire Marshall's Duties:

Fire Marshals are to ensure that all occupants safely exit the buildings. This will be accomplished in the following manner:

1. They will activate all fire sensor stations.
2. They will briskly walk to each room or office and inform all personnel of the immediate danger and instruct them to report to the designated rally point.
3. They will aggressively knock on all closed or locked doors to ensure that all occupants have exited the building.
4. They will check all restrooms and faculty lounges.
5. They will conduct a roll call.

Campus Safety's First Responders:

1. The safety officer will secure the area
2. The safety officer will render first aid for minor injuries
3. The safety officer will verify that all occupants have exited the building.
4. Campus safety will assign a CPR certified officer to the incident area
5. The responding units will maintain communication with dispatch.

PAINE COLLEGE

Emergency communiction

If a chemical attack occurs in Haygood Holsey Hall, the Director of Computer Technology and the Director of Physical Plant Operations will ensure that all telephone services are transferred to campus safety dispatch. Once this is accomplished campus safety will provide the following:

1. Campus safety will assign six additional officers (two per shift) to answer the huge amount of calls generated as a result of the incident.
2. Campus safety will have an updated student roster. This information will be provided by the Director of Student Affairs
3. Campus safety will have a list of all students, faculty, staff, and visitors that were transported to medical facilities.
4. Campus safety will have a list of all medical facilities telephone numbers and their addresses.

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Medical Support

If a biological attack occurs, students, faculty, staff and visitors will have access to materials that will help them treat injuries and cope with other difficulties that confront them during a crisis. Upon notification of a structural evacuation involving a chemical attack the campus nurse will take the following measures:

1. The nurse will contact the campus doctor.
2. The nurse will respond with a responder medical bag.
3. The nurse will coordinate medical assistance with responding emergency units
4. The nurse will check all bandages applied by safety officers.
5. The nurse will be the medical liaison until the arrival of the campus doctor.

NOTE: Upon relinquishing medical liaison duties to the campus doctor, the nurse will brief the President.

PAINE COLLEGE

Media Liaison:

The Director Institutional Advancement and the Director of Public Relations will issue a press release addressing the following:

1. The status of the students, faculty, and staff.
2. The purpose of the evacuation.
3. Contact telephone numbers for the communications center.

The media liaison should maintain telephone numbers for all media outlets. This information should be provided to the communications center.

PAINE COLLEGE

Critical Incident Services

This plan serves as a quick reference when responding to a critical incident that involves the evacuation of the campus and any of its buildings. Every University or College is unique in location, structure, and available resources, and there is not a single plan that is globally uniform for every situation. Each college or University must develop a response plan to meet its unique requirements.

Introduction

An emergency response incident is a critical event that requires a specialized evacuation response plan that will aid in the preservation of life and property. In instances where times allow, all responding units and administrator will be briefed of the circumstances pertaining to the emergency. This method of incident resolution should be used in all facets of the emergency. This method of incident resolution should be used in all facets of incident response to maximize the utilization of Campus Safety resources in order to bring the incident to an informative and effective resolution.

Campus Liaison

During times of a crisis of a crisis incident, the College will provide tangible and intangible emotional support during this traumatic period of readjustment for all students, faculty and staff who were affected directly or indirectly by the incident. The President will assign the designated Crisis Management team to provide a specific service for the incident. For example, the responsibility of identifying and treating Post-Traumatic stress Syndrome:

1. Vice President of Administrative and Fiscal Affairs
Work 706-821-8232
2. Chief of Campus Safety
Cell 706-840-0119
Work 706-821-8235
3. Dean of Student Affairs
Work 706-821-8282
4. Campus Pastor
Work 706-821-8298/8295

PAINE COLLEGE

Medical Liaison

The establishment of the medical liaison team is intended to facilitate medical services, and to serve as the college's spokesperson, when appropriate for interviews. This team will coordinate medical inquiries with the family and will not disclose private information concerning the victim's condition without the family's approval.

Team members consist of the following personnel:

1. Campus Doctor
2. Campus Nurse

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE

Media Liaison

The responsibility of developing and executing the college's media relation plan, facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Public Relations Team. This team will coordinate media inquiries and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Director of Institutional Advancement and other designer.
Work 706-821-8223
1235 15th Street
Augusta, GA 30901

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE

Incident Command Liaison

The responsibility of developing and executing the College's Incident Command Plan facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Incident Command Liaison. This team will coordinate media inquiries with the family and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Chief of Campus Safety
1508 Laney Walker Blvd.
Augusta, GA 30901
2. Department Captain
3. Designated Departmental Supervisors and Responding Agency Supervisors
4. Director of Institutional Advancement
706-821-8223

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE

Family Liaison

The responsibility of developing and executing the College's Family Liaison Plan facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Family Liaison. This team will coordinate media inquiries with the family and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

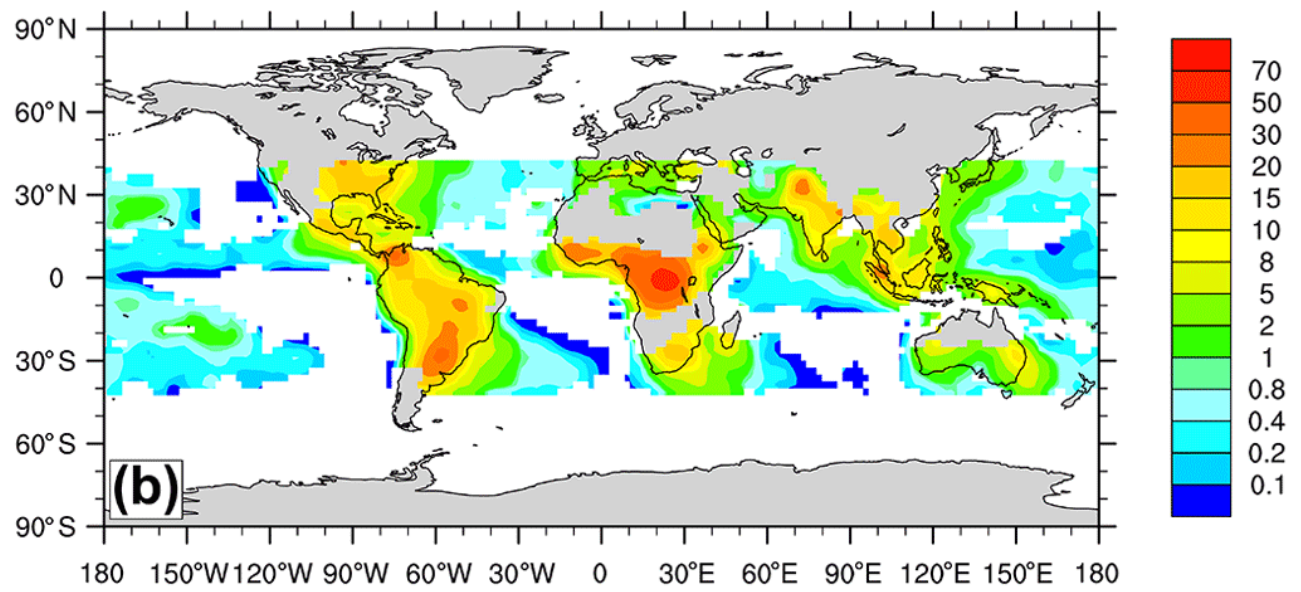
1. Chief of Campus Safety
1508 Laney Walker Blvd.
Augusta, GA 30901
2. Campus Pastor
1235 15th Street
Augusta, GA 30901
706-821-8298/8295
3. Designe of Institutional Advancement
706-821-8223
4. Vice President of Student Affairs
706-821-8282

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only information available at this time is _____. We thank you for your cooperation during this difficult time.

Building and Campus Evacuation Involving Extensive Water Damage or Flooding

Building and Campus Evacuation Involving Extensive Water Damage or Flooding



PAINE COLLEGE

Building and Campus Evacuation involving extensive water damage or flooding:

Facing a major crisis is a daunting challenge for any campus. But an unprepared campus can make a bad situation much worse. However, having a comprehensive response procedure ensures a minimum loss of life and property. If it's determined that the campus will be evacuated due to extensive water damage or flooding the following measures will be taken:

1. Dispatch will conduct the incident area Fire Marshall and brief him or her.
2. Dispatch will transmit emergency information to all on duty safety officers.
3. Dispatch will contact the Richmond County Sheriff's Department and request assistance.
4. Dispatch will contact the campus nurse
5. Dispatch will contact Augusta Richmond County Street and Drains Department.
6. Dispatch will contact the President and all key essential personnel.

PAINE COLLEGE

Building Fire Marshall's Duties:

Fire Marshals are to ensure that all occupants safely exit the buildings. This will be accomplished in the following manner:

1. They will activate all five sensors' situations.
2. They will briskly walk to each room or office and inform all personnel of the immediate danger instruct them to report to the designated rally point.
3. They will aggressively knock on all closed or locked doors to ensure that all occupants have exited the building.
4. They will check all restrooms and faculty lounges.
5. They will conduct a roll call.

Campus Safety's First Responders:

1. The safety officers will secure the area
2. The safety officer will render first aid for minor injuries
3. The safety officer will verify that all occupants have exited the building. This will be accomplished by communicating with the fire marshal.
4. Campus safety will assign a CPR certified officer to the incident area.
5. The responding units will maintain communication with dispatch.
6. The safety officer will be the liaison person for the street and drains engineers.

PAINE COLLEGE

Medical Support:

In the event of flooding, students, faculty, staff, and visitors will have access to materials that will help them treat injuries and cope with other difficulties that confront them during a crisis. Upon notification of a structural evacuation involving heavy flooding the campus nurse will take the following measures:

1. The nurse will contact the campus doctor.
2. The nurse will respond with a responder medical bag and a disposable rescue blanket.
3. The nurse will check all bandages applied by safety officers.
4. The nurse will be the medical liaison until the arrival of the campus doctor

NOTE: Upon relinquishing medical liaison duties to the campus doctor, the nurse will brief the President.

PAINE COLLEGE

Emergency Communication

In the event that Haygood Holsey Hall is evacuated due to water damage, the Director of Computer Technology and the Director of Physical Plant Operations will ensure that all telephone services are transferred to campus safety dispatch. They will coordinate the transferring of computer operations with the Senior Librarian of Collins Callaway Library.

1. Campus Safety will assign six additional officers (two per shift) to answer the hug number of calls generated as a result of the incident.
2. Campus Safety will have an updated student roster. This information will be provided by the Director of Student Affairs.
3. Campus Safety will have a list of all students, faculty, staff, and visitors that were transported to medical facilities.
4. Campus Safety will have a list of the medical facilities' telephone numbers and their address.

PAINE COLLEGE

Media Liaison

The Director of Institutional Advancement and the Director of Public Relations will issue a press release addressing the following:

1. The status of the students, faculty, and staff.
2. The purpose of the evaluation.
3. Contact telephone numbers for the communication center.

The media liaison should maintain telephone numbers for all media outlets. This information should be provided to the communications center.

PAINE COLLEGE

Collins Callaway Library Data preservation procedures

Data Liaison

The campus official responsible for compiling and preserving information is the Director of the Collins Callaway Library. Upon notification of a pending evacuation involving flooding or extensive water damage. The Director of Collins Callaway Library and the Director of Physical Plant Operations will take the following measures:

Physical Plan Operations:

1. Will provide emergency generators.
2. Will provide dehumidifiers.
3. Will provide painters with plastic and duct tape.
4. Will provide personnel to assist with the covering and packaging of items.

Library Operations

1. Will download all computer stored information to floppy disk or C.D.
2. Will package all artifacts in protective containers.
3. Will package all cassette, video, and DVD recording in protective packaging.
4. Will package all hard copies of files, books, and news articles in protective packaging.
5. Will place a water-resistant covering on each computer, fax machines and monitor etc.

PAINE COLLEGE

Data Liaison

To ensure the campus is academically and administratively operational the library will provide all information to each department. The systematic dissemination of information will minimize confusion and enhance the college recovery. To mitigate the stress of readjustment the library will be open for extended hours. During this period, it will serve as a backup communication center. This will allow all residents to communicate with their family via the computer lab web address. The staff will be prepared to assist the residents with the copying and faxing of incident documentation.

The Director of the Library is the team leader.
706-821-8361

PAINE COLLEGE

Critical Incident Services

This plan serves as a quick reference when responding to a critical incident that involves the evacuation of the campus and any of its buildings. Every University or College is unique in location, structure, and available resources, and there is not a single plan that is globally uniform for every situation. Each College or University must develop and respond to a plan to meet its unique requirements.

Introduction

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Campus Liaison

During times of crisis incident, the college will provide tangible and intangible emotional support during this traumatic period of readjustment for all students, faculty and staff who were affected directly or indirectly by the incident. The President will assign the designated Crisis Management team to provide a specific service for the incident. For example, the responsibility of identifying and treating Post-Traumatic Stress Syndrome:

1. Vice President of Administrative and Fiscal Affairs
Work 706-821-8232
2. Chief of Campus Safety
Work 706-821-82350 / 840-0119
3. Dean of Student Affairs
Work 706-821-8282
4. Campus Pastor
Work 706-821-8298 / 8295

PAINE COLLEGE

Medical Liaison

The establishment of the medical liaison team is intended to facilitate medical services, and to serve as the college's spokesperson, when appropriate for interviews. This team will coordinate medical inquiries with the family and will not disclose private information concerning the victim's condition without the family's approval.

Team members consist of the following personnel:

Campus Doctor

Campus Nurse

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE

Medical Liaison

The responsibility of developing and executing the college's media relation plan, facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Public Relations team. This team will coordinate media inquiries and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Director of Institutional Advancement and other designees.
1235 15th Street
Augusta, GA 30901
Work 706-821-8223

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE

Incident Command Liaison

The responsibility of developing and executing the college's Incident Command Plan facilitating media inquiries and interviews, and to serve as the college's spokesperson. When appropriate, is assigned to the incident Command Liaison. This team will coordinate media inquiries with the family and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Chief of Campus Safety
1538 Laney Walker Blvd.
Augusta, GA 30901
706-821-8235 / 840-0119
2. Department Captain
1235 15th Street
Augusta, GA 30901
706-821-8235 / 840-0119
3. Designated Department Supervisors
and responding Agency Supervisors
4. Director of Institutional Advancement
1235 15th Street
Augusta, GA 30901
706-821-8229

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Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE

Family Liaison

The responsibility of developing and executing the College's Family Liaison plan facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate is assigned to the Family Liaison. This team will coordinate media inquiries with the family and will not disclose sensitive information concerning the incident without the president's approval.

Team members consist of the following personnel:

1. Chief of Campus Safety / Department personnel
1538 Laney Walker Blvd
Augusta, GA 30901
706-821-8235 / 840-0119
2. Campus Pastor
1235 15th Street
Augusta, GA 30901
706-821-8298/8295
3. Designee of Institutional Advancement
1235 15th Street
Augusta, GA 30901
706-821-8223
4. Vice President of Student Affairs
1235 15th Street
Augusta, GA 30901
706-821-8282

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available . The only information available at this time is _____. We thank you for your cooperation during this difficult time.

Campus Evacuation In the Event of a Tornado

Campus Evacuation in the event of a Tornado, one of the Earth's Largest Natural Disaster



Weathering The Storm

PAINE COLLEGE

Disaster Evacuation Plan

This plan serves as a response guide for inclement weather conditions which displays the ability to produce high winds, knock out electricity and cause flooding. Upon notification that a hurricane or tornado weather conditions will make landfall in the Augusta, CSRA area we will deploy our Crisis Management Team. This team comprises of the team leader President of the college, Director of Administrative Affairs, Chief Fiscal Officer, Dean of Student Affairs, Director of Physical Plant Operation, Director of Food Services, Director of Information Technology, Director of Residence Life, Special Assistant to the President, Bice President of Academic Affairs, Director of Institutional Advancement, Director of Public Relations, and the Chief of Campus Safety.

All responding team members will be briefed on the circumstances concerning the disaster. The President will designate team members to provide specific services for an informative and effective resolution of the catastrophic incident. In the event this notification requires evacuation of the campus. The evacuees will be directed to the primary rally point (the campus gym (HEAL Complex)) for further instructions. If the primary rally point is not suitable for use the evacuees will be directed to the secondary rally point located on the campus of Tubman Middle School (baseball field). If the primary and secondary rally points are not available , all evacuees will be directed to the alternate rally point located on the campus of Richmond Academy High School.

This method of disaster resolution will be used in all facets of disaster response to maximize the utilization of campus and responding emergency units' resources in order to ensure an acceptable preservation of life and property. The president will instruct team members to provide a specific service to ensure and effective resolution of the catastrophic incident.

PAINÉ COLLEGE

EVACUATION PROCEDURES

A sudden catastrophic event can occur on any campus at any time. In the event the catastrophe requires evacuation of all standing structures on campus, the President will systematically evacuate all students, faculty, and staff to designated shelters in the Augusta area. The evacuees will be directed to the campus chapel for briefing by the President concerning the pending incident. The briefing should not be lengthy, but should include the following:

1. **Who** – Identifies the members of the Crisis Management Team.
2. **What** – Identifies the type of disaster, followed with a statement of assurance.
3. **When** – Identifies the anticipated time of departure from the campus.
4. **Where** - Identifies the location of the staging area of the transport vehicles and the location of the shelters.
5. **How** – Identifies the methods of transportation available vans, buses, or personal vehicles.

At the end of the briefing the President will deploy the Crisis Team each team member will activate their sub-unit's response plan.

PAINE COLLEGE

Building and Campus Evacuation involving extensive water damage or flooding:

Facing a major crisis is a daunting challenge for any campus. But an unprepared campus can make a bad situation much worse. However, having a comprehensive response procedure ensures a minimum loss of life and property. If it's determined that the campus will be evacuated due to extensive water damage or flooding the following measures will be taken:

1. Dispatch will contact the incident area Fire Marshal and brief him or her.
2. Dispatch will transmit emergency information to all on duty safety officers.
3. Dispatch will contact the Richmond County Sheriff's Office and request assistance.
4. Dispatch will contact the Campus Nurse.
5. Dispatch will contact Augusta Richmond County Streets and Drains Department.
6. Dispatch will contact the President and all key essential personnel..

PAINE COLLEGE

Building Fire Marshal's Duties:

Fire Marshals are to ensure that all occupants safely exit the buildings. This will be accomplished in the following manner:

1. They will activate all fire sensors stations.
2. They will briskly walk to each room or office and inform all personnel of the immediate danger and instruct them to report to the designated rally point.
3. They will aggressively knock on all closed or locked doors to ensure that all occupants have exited the building.
4. They will check all restrooms and faculty lounges.
5. They will conduct a roll call.

Campus Safety's First Responders:

1. The safety officers will secure the area.
2. The safety officer will render first aid for minor injuries.
3. The safety officer will verify that all occupants have exited the building. This will be accomplished by communicating with the fire marshal.
4. Campus Safety will assign a C.P.R. certified officer to the incident area.
5. The responding units will maintain communication with dispatch.
6. The safety Officer will be the liaison person for the street and drains engineers.

PAINE COLLEGE

Medical Support

In the event of flooding, students, faculty, staff and visitors will have access to materials that will help them treat injuries and cope with other difficulties that confront them during a crisis. Upon notification of a structural evacuation involving heavy flooding the campus nurse will take the following measures:

1. The nurse will contact the campus doctor.
2. The nurse will respond with a responder medical bag and a disposable rescue blanket.
3. The nurse will coordinate medical assistance with responding emergency units.
4. The nurse will check all bandages applied by safety officers.
5. The nurse will be the medical liaison until the arrival of the campus doctor.

NOTE: Upon relinquishing medical liaison duties to the campus doctor, the nurse will brief the President.

PAINE COLLEGE

Emergency Communication

In the event that Haygood Holsey Hall is evacuated due to water damage, the Director of Computer Technology and the Director of Physical Plant Operations will ensure that all telephone services are transferred to campus safety dispatch. They will coordinate the transferring of computer operations with the Librarian of Collins Callaway Library.

1. Campus safety will assign six additional officers (two per shift) to answer the huge number of calls generated as a result of the incident.
2. Campus safety will have an updated student roster. This information will be provided by the Director of Student Affairs.
3. Campus safety will have a list of all students, faculty, and staff and visitors that were transported to medical facilities.
4. Campus safety will have a list of the medical facilities, telephone numbers and their address.

PAINE COLLEGE

Media Liaison:

The Director of Institutional Advancement and the Director of Public Relation will issue a press release addressing the following:

1. The status of the students, faculty, and staff.
2. The purpose for the evacuation.
3. Contact telephone numbers for the communication center.

The Media Liaison should maintain telephone numbers for all media outlets. This information should be provided to the communications center.

PAINE COLLEGE

Collins Callaway Library Data Preservation Procedures

Data Liaison

The campus official responsible for compiling and preserving information is the Director of the Collins Callaway Library. Upon notification of a pending evacuation involving flooding or extensive water damage. The Director of Collins Callaway Library and the Director of Physical Plant Operations will take the following measures:

1. Physical Plant Operations:
2. Will provide emergency generators.
3. Will provide dehumidifiers.
4. Will provide sump pumps.
5. Will provide painters with plastic and duct tape.
6. Will provide personnel to assist with the covering and packaging of items.

Library Operations:

1. Will download all computer stored information to CD or jump drive.
2. Will package all artifacts in protective containers.
3. Will package all Cassette, Video, and DVD recording in protective packaging.
4. Will package all hard copies of files, books, and news articles in protective packaging.
5. Will place a water-resistant covering on each computer, fax machine, monitor etc.

PAINE COLLEGE

Data Liaison

To ensure the campus is academically and administratively operational the library will provide all information to each department. The systematic dissemination of information will minimize confusion and enhance the college recovery. To mitigate the stress of readjustment the library will be open for extended hours. During this period, it will serve as a back-up communication center. This will allow all residents to communicate with their family via the computer lab web address. The staff will be prepared to assist the residence with the coping and faxing of incident essential documentation.

The Director of the Library is the team leader.

(706) 821-8361

PAINE COLLEGE

Structural and Ground Preparedness:

Physical Plant Operations will shut down all unnecessary HVAC equipment. These efforts will be coordinated with the communication center. The center's operators will email faculty, students and staff instructing them to turn off or unplug all unnecessary electrical equipment.

Physical Plant Operations will pick up and secure all trashcans. Cigarette burns, standing or hanging flowerpots and items that are not anchored down. All loose items on rooftops including walking pads, ladders, paint, or tar cans will be removed.

To prevent flooding or collapsing of roofs physical Plant will perform the following:

1. Ensure that all drains and scuppers were open and clear.
2. Ensure that all storm drains, drops inlets and curb inlets are open and clear.
3. Ensure sump pumps, wet vacs, plastic, and duct tape are available.

NOTE: Physical Plant should also utilize plywood to cover windows and door entrances.

PAINE COLLEGE

Food Service Survival Pack:

The Director of Food Service and the Director of Resident Life will coordinate the issuance of box meals prior to evacuating to area shelters. The box meal should include a sandwich, fruit, vegetables, and a liquid, preferably water.

Upon issuance of the meals food service and residence life will coordinate the continual delivery of meals for Paine College personnel at the designated shelters. Residence Life will assign staff members as liaison for each shelter. There will be issuance of sanitation supplies of the following:

1. 20 rolls of toilet paper
2. 300 wet wipes
3. 150 plastic bags with ties (for unclean laundry)
4. 20 large plastic trash bags
5. 250 soap bars
6. 40 bundles of paper towels

These items are considered as an issuance of one toilet kit and should be issued to the liaison person of each shelter. The Director of Physical Plant Operations will ensure that these items are available.

PAINE COLLEGE

Medical Crisis Response

If disaster strikes, contact the campus Doctor and Nurse. Doctor Rucker can be reached at (706) 828-7468, Nurse (706) 821-8282. Assuming the worst-case scenario, road blockage or telephone outage notification and transportation will be conducted in the following manner:

1. Campus safety will deploy the cyclist team as message carriers.
2. Campus safety will commandeer all campus golf carts for the transporting of injured and key essential personnel.

Medical Support:

To mitigate the volume of requests for medical assistance campus safety will assign one CPR certified officer the duties of responding to minor injuries. Each officer will be provided with a responders First Aid Kit.

PAINE COLLEGE

Assessment and Re-Entry

Prior to the re-entry of students, faculty, and staff there will be an assessment of the campus. The Special Assistant to the President, Chief Fiscal Officer, Director of Administration, Dean of Academic Affairs, Director of Physical Plant Operations, and the Chief of Campus Safety will conduct the assessment. The assessment will address the following:

1. Foundation
2. Exterior wall cracks
3. Stress of load bearing walls
4. Buildings Roofs

Operational Assessment:

1. Electrical
2. Plumbing
3. Cooling and Heating System
4. Windows
5. Doors
6. Fire Warning System
7. Security Camera System
8. Campus Lighting.

PAINE COLLEGE

Campus Grounds Re-Entry Assessment:

1. Identify loose or fallen electrical wiring.
2. Identify cracked, hanging or fallen trees and branches.
3. Identify and mark the location of potholes.
4. Identify all nonfunctional lighting.
5. Identify unserviceable streets.
6. Check fenced areas and identify areas that are in need of repair.
7. Check walkways and identify areas that are in need of repair.
8. Check the basketball court in need of repair.
9. Check baseball field and dugout for needed repairs.
10. Check all parking areas.
11. Check all designated sign areas, physically challenged, yield, stop sign etc.
12. Check all emergency call boxes to ensure that they are functional.

PAINE COLLEGE

Quality of Life Re-Entry:

The Director of Information Technology, Director of Physical Plant Operations and the Director of Food Service will ensure that the quality of academic and social life are restored by ensuring the following:

1. All computers and computer labs are operational.
2. All copies and printing equipment are operational.
3. Ensure that the central operator terminal is operational.
4. Ensure that telephone service is restored in all residence halls and offices.
5. Ensure that the HAVC system is operational.
6. Ensure that all plumbing is functional.
7. Ensure all television cable service is restored.
8. Ensure that all electrical lighting are functional.
9. Ensure that Peter's Campus Center sections are open, cafeteria, mailroom, bookstore, and Lion's Den.
10. Ensure that all bathrooms and showers have sanitation supplies.
11. Ensure that all broken or cracked windows are replaced.

NOTE: The food service director should be prepared to receive the evacuees immediately after the briefing.

PAINE COLLEGE

Critical Incident Services

This plan serves as quick reference when responding to a critical incident that involves the evacuation of the campus and any of its buildings. Every university or College is unique location, structure and available resources, and there is not a single plan that is globally uniform for every situation. Each College or University must develop and respond to a plan to meet its unique requirements.

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An emergency response incident is a critical event that requires a specialized evacuation response plan that will aid in the preservation of life and property. In instances where time is allowed, all responding units and administrator will be briefed of the circumstances pertaining to the emergency. This method of incident resolution should be used in all facets of incident response to maximize the utilization of Campus Safety resources in order to bring the incident to an informative and effective resolution.

Campus Liaison

During times of a crisis incident, the College will provide tangible and intangible emotional support during this traumatic period of readjustment for all students, faculty and staff who were affected directly or indirectly by the incident. The President will assign the designated Crisis Management team to provide a specific service for the incident. For example, the responsibility of identifying and treating post-Traumatic stress Syndrome:

1. Vice President of Administrative and Fiscal Affairs
Work Phone – (706) 821- 8232.
2. Chief of Campus Safety
Cell Phone –
Work Phone – (706) 821-8174
3. Dean of Student Affairs
Work Phone – (706) 821-8282
4. Campus Pastor
Work – (706) 821-8295/8298

PAINE COLLEGE

Medical Liaison

The establishment of the medical liaison team is intended to facilitate medical services, and to serve as the college's spokesperson, when appropriate for interviews. This team will coordinate medical inquiries with the family and will not disclose private information concerning the victim's condition without the family's approval.

Team members consist of the following personnel:

1. Campus Doctor – (706) 828-7468
1448 Lee Beard Way
Augusta, Georgia 30901

2. Campus Nurse
1235 15th Street
Augusta, Georgia 30901

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instructions, the college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available. The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE

Media Liaison

The responsibility of developing and executing the College's media relation plan, facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Public Relations team. This team will coordinate media inquiries and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Director of Institutional Advancement and other designers.
Work Phone: (706) 821-8223
1235 15th Street,
Augusta, Georgia 30901

Sample Press Release:

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available. The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE

Incident Command Liaison

The responsibility of developing and executing the College's Incident Command Plan facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Incident Command Liaison. This team will coordinate media inquiries with the family and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Chief of Campus Safety
1508 Laney Walker Blvd
Augusta, Georgia 30901
2. Departmental Captain
1508 Laney Walker Blvd
Augusta, Georgia 30901
3. Designated Departmental
Supervisors and Responding
Agency Supervisors
4. Director of Institutional
Advancement

Sample Press Release

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available. The only information available at this time is _____. We thank you for your cooperation during this difficult time.

PAINE COLLEGE

Family Liaison

The responsibility of developing and executing the College's Family Liaison Plan facilitating media inquiries and interviews, and to serve as the college's spokesperson, when appropriate, is assigned to the Family Liaison. This team will coordinate media inquiries with the family and will not disclose sensitive information concerning the incident without the President's approval.

Team members consist of the following personnel:

1. Chief of Campus Safety / Department Captain
1538 Laney Walker Blvd
Augusta, Georgia, 30901
(706) 821-8235 / (706) 840-0119
2. Campus Pastor
1235 15th Street
Augusta, Georgia 30901
3. Designee of Institutional
Advancement (706) 821-8233
4. Vice President of Student
Affairs (706) 821-8282

Sample Press Release

There has been _____ incident involving Paine College. The President has asked us to advise you of the following information for the safety of the students, faculty, staff, and visitors at that location. Please do not attempt to go to the incident area. Emergency responders cannot properly deliver emergency services if parents and loved one's rush to the scene. Students and employees are asked to remain calm and wait for further instruction. The college is requesting that you do not attempt to call the campus operator at this time. We need to keep the lines clear so that we can coordinate response efforts. Please listen to the area radio and television stations. The college will provide information through these outlets as quickly as reliable facts become available. The only information available at this time is _____. We thank you for your cooperation during this difficult time.

Response To A Missing Student

PAINE COLLEGE

Paine College Missing Student Notification Policy and Missing Student Procedures

Purpose:

To provide a plan to inform Paine College's students who reside on campus of Paine College's policy governing required notifications within twenty-four (24) hours after the time a student is deemed to be missing.

This is a good faith effort to comply with the August 14, 2008, Higher Education Opportunity Act, Section 485 (j) until specific guidelines or requirements are published by the U.S. Department of Education.

Policy:

Students will be informed each academic year that each student, age 18 or above, has the options to identify a person designated as a confidential contact to be contacted by Paine College not later than twenty-four (24) hours after the time the student is determined to be missing. The confidential contact may be a person designated by the student in addition to the emergency contact listed with the Paine College Registrar. Students who are under age eighteen (18) and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time the student is determined to be missing.

Notification will be notified via information provided in the "Annual Crime Report" that provides information in compliance with the Jeanne Clery Disclosure of Campus Safety Policy and Campus Safety Crime Statistics Act. The brochure is published on the Paine College Public Safety website <http://www.paine.edu> and printed in the Paine College Student Handbook.

A student may register such confidential contact information

- During the first two weeks of each semester by filling in a form (see Appendix B) provided by the Office of the Dean of Students and the office at Campus Safety.

Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact phone number and for updating information should the confidential contact person and/or number change. A student may update information by filing a new form with the Office of the Dean of Students and/or the office at Campus Safety.

Students will be informed that Paine College will notify the appropriate law enforcement agency not later than twenty-four (24) hours after the time the student is determined to be missing.

REVISED 09/2023